

New Hampshire
**LIBRARY
TRUSTEE**



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The Newsletter of the New Hampshire Library Trustees Association

SAVE THE DATE

MAY 21, 2012

2012 NHLTA CONFERENCE & ANNUAL MEETING

INTERLIBRARY LOAN VAN UPDATE

The report on federal funds for the Interlibrary Loan van service—prepared by the State Library at the request of the Finance Committee of the NH House of Representatives—was delivered on November 30, 2011. The legislative aide to the Committee provided a copy to the NHLTA at our request. The report is posted as a downloadable PDF on our website: www.nhlta.com.

Documentation submitted in support of the van service included 18,000 petition signatures as well as hundreds of letters from library patrons and letters from Boards of Trustees representing fifty seven New Hampshire libraries.

At this point there has been no feedback from the Committee. It is clear that the strong public response from library patrons, directors, and trustees was very effective and has had an impact. Because of all of our efforts, there has been a good deal of media coverage focused on the importance of the vans to libraries statewide. The issue is clearly in the public eye.

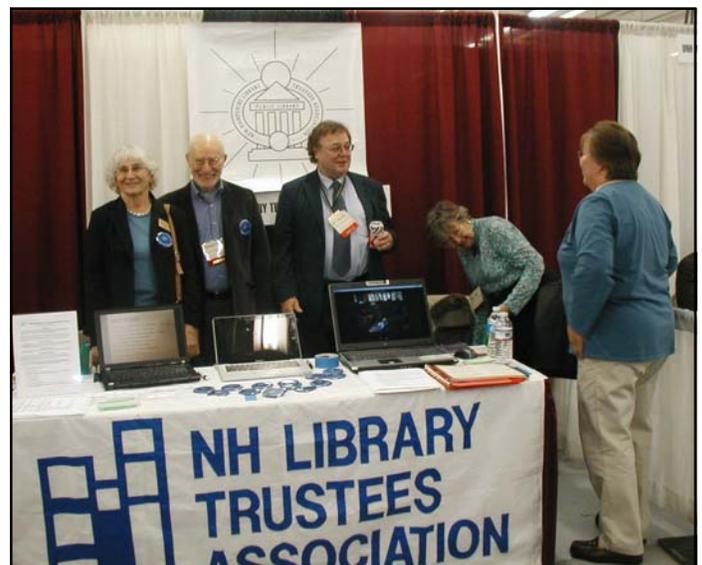
The current situation is status quo and for now the vans continue running. NHLTA believes the best thing trustees can do is to continue to speak out for our libraries as we wait for a response from the Finance Committee. The State Library is preparing the next iteration of the five year plan, which is due Summer of 2012. They are actively soliciting input from library directors, trustees, and patrons as to the best utilization for federal funds for that period.

Thank you for all of your outstanding efforts to support the InterLibrary Loan van program. 

LGC ANNUAL CONFERENCE

Eight members of NHLTA's Board of Directors took turns manning a booth at the two-day LGC Annual Conference held in the Radisson Hotel in Manchester on November 16-17th. Three active computers displayed to our visitors several aspects of our mission to provide educational opportunities to all of New Hampshire's Library Trustees. We were pleased to be able to respond to many questions regarding both library and NHLTA issues. We took enormous satisfaction in making new friends among both vendors and local government communities. Rotating booth support members were able to take advantage of the opportunity to learn about many other towns and services as well!

—Loring Webster



FAQ

NHLTA has a collection of Frequently Asked Questions (FAQ) that are posted on the website (www.nhlta.com). As space allows we will publish one or two in the newsletter. The content provided in the FAQ is for informational purposes only and is not, and should not be considered a substitute for legal advice.

QUESTION:

The secretary of our board takes her own sweet time writing up the minutes. Isn't there a law about how much time she can take?

ANSWER:

Yes, the minutes must be available for public inspection within five (5) business days of the meeting, pursuant to RSA 91-A:2, II.

91-A:2 Meetings Open to Public

II. ... Minutes of all such meetings, including names of members, persons appearing before the public bodies, and a brief description of the subject matter discussed and final decisions, shall be promptly recorded and open to public inspection not more than 5 business days after the meeting, ...

As NHLTA receives questions, the answers are researched, the responses made promptly, and the information is posted on the website for the benefit of all trustees. The following are a sampling of other FAQs: Hiring Staff, Micro-Managing, Term Limits, and Alternates. 

WHAT IS AN ELEVATOR SPEECH?

The origin of an "elevator speech" is to have a prepared statement or short speech that says a lot in a few words. It is so named because it should last no longer than the average elevator ride. The purpose is to sell an idea, market an organization and sum up unique aspects of your service in a way that excites others.

How does this relate to library trustees? Next time you're chatting with your neighbor in line at the bank, post office or grocery store, you can advocate for your library with a few short sentences that promote your local library. Voila: an elevator speech!

SAMPLE ELEVATOR SPEECH #1

The Library is the citizen's free university and represents an opportunity for continued education throughout life. The Library equalizes opportunity of access to materials and resources that are otherwise beyond the reach of many citizens.

SAMPLE ELEVATOR SPEECH #2

In addition to providing books, magazines, movies and other lending materials for all ages, your local Library provides a community hearth, a place to go to reflect, be quiet, read, do research both locally and through the Internet, attend programs, and much more. It's a place to get a personal recommendation of a book or movie that particularly meets your interest. It's a place to open worlds for children through lap-sits and reading hours, and to encourage a love for reading that will last them a lifetime. 

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MESSAGE FROM THE PRESIDENT...

There are 234 public libraries in New Hampshire, and whether large or small, they all provide essential services to their communities. Each is unique and has varying issues to deal with. What is consistent is the dedication and friendliness of its Directors, staff and trustees. I, personally, have had the good fortune to be able to visit a number of libraries in the past few months to present deserving awards, to attend area meetings, to deliver the NHLTA manuals and to attend my own home town library as a trustee and as a patron.

I am always so impressed with what each library has to offer and also what has been offered collectively such as the outpouring of support for the ILL vans—over 18,000 signatures on petitions, and letters too—wow! These many signatures and letters demonstrated that library directors, library staff, trustees and many, many patrons all came together to support a vital service. Letters and pleas that were posted on NHAIS and the Trustees' ListServ compellingly articulated the need for the ILL van service to continue. There were Letters to Editors, emails and telephone calls—all promoting the need for the vans. Thank you all for such an overwhelming response.

LET'S CONTINUE THE MOMENTUM OF WORKING TOGETHER

As trustees help libraries move forward to meet the challenges of new technology and the changing needs of patrons they can network with trustees from other libraries and share common goals, ideas and information. The result can be a “win-win” for all. There are various ways to do this. For example, there are currently three regional groups that meet informally to discuss issues and accomplishments in their libraries (see photos and article on page 5). Because the networking and exchange of ideas and information enjoyed by these groups has been successful, **the New Hampshire Library Trustees Association will be initiating a series of Open House regional meetings throughout the state** to promote the formation of more groups. Trustees

will have an opportunity to meet other trustees, tour their libraries and discuss common goals. Geographic areas for the Open Houses will mirror the co-op areas to which each library belongs. You will be notified when a schedule of dates and venues has been set.

You can also promote your library by submitting photos and articles to the NHLTA newsletter and to the NHLTA web site. As a matter of fact, NHLTA Directors have made a commitment to begin the process by arranging interviews with some library staff and trustees, and will feature them on the site. We believe that your accomplishments and ideas will be of interest to everyone.

Continue to seek and share information by utilizing the Trustees' ListServ. There has generally been a good response when a request is made in regard to policies, job descriptions or other issues every library has to initiate or update at some time. There is so much to be gained by trustees working together because you all share the same vision of library service for your communities. And, remember, the NHLTA is always here to help.

THINGS ALL TRUSTEES SHARE IN COMMON

- You belong to a board, a group of people who share a common purpose.
- You have a commitment to the lifelong learning of residents of all ages.
- You ensure access to an unrestricted flow of information that is *essential to the preservation of a free government*.
- You represent the community in enabling the library to meet the challenges of the 21st century.
- You are bound by oath to uphold all applicable municipal, state, and federal laws and regulations.
- You obtain the necessary funding to provide for the service needs of the library.
- You are vocal activists for libraries as the most important resource in our communities.

This is an excerpt from the NHLTA Manual.

PREVIEW OF ANNUAL CONFERENCE

The NHLTA Education Committee has been diligently at work planning sessions for the 2012 Annual Conference.

A sampling of topics include *Making the Ask: The Art of Fearless Fundraising*; panel discussion on *Facebook, Twitter & Beyond: Strategies for Spreading Your News*; *Public Libraries: The Last Bastion of Intellectual Freedom*; and *It's the Law: Understanding Library RSAs*. Longtime favorites Terry Knowles and Ann Edwards will host a session on *Trustee Questions*. Input from the 2011 conference was very valuable and your suggestions and ideas have been included in planning the 2012 sessions.

Updated information will be available on the NHLTA website (www.nhlta.com) and in the Spring Newsletter. A detailed brochure and registration form will be mailed in March 2012. 

THE HOLDERNESS–BOTSWANA CONNECTION

The Holderness Library was recently visited by the Deputy Director of the Botswana National Library Service, Mrs. Gaorere Kgotla. Bob and Sara Rothschild have been working with Victoria Lang, Holderness Library Director, for the last two years to organize an exchange of librarians between the two countries. Victoria will be visiting Botswana in March of 2012.

The Rothschilds are collaborating with the Botswana government to build libraries in villages where, until now, these resources have not been available. The eighth library will be opened in November, 2011.

During her visit, Mrs. Kgotla spent two weeks in Holderness, and she visited libraries in Plymouth, Portsmouth, Hanover, Concord, and Boston. She stated that there is a big difference between libraries in New England and libraries in Botswana; in New England, she noticed that libraries are less formal and are a real community hub. She went home to Botswana with a new goal of making their libraries much less formal and “noisier.”

Along with Mrs. Kgotla's visit, the Holderness Library was honored with a visit from the US Ambassador to Botswana, Steve Nolan, and his wife Judy, who attended a community reception given in Gaorere Kgotla's honor.

— Victoria Lang

LETTER TO THE MEMBERSHIP

To all Trustees, Directors, and Friends,

The planning of the annual conference for 2012 is in the final stages and we will be returning to the SERESC conference center in Bedford.

You all know there is not a better facility for 300+ people or location throughout the entire state for NHLTA to hold the conference than SERESC. (For our North Country-attendees, we are looking into the possibility of bus service for you.) However, we have been notified of increased costs in all areas of the facility for the year 2012. Many hours have been spent in financial agony trying to meet our needs. Producing the A-1 quality conference that NHLTA is noted for cannot be achieved with a McDonald's budget. Contracting a first rate keynote speaker and top quality presenters for twelve (12) outstanding extremely important educational sessions is our priority. The technology that was provided last year was a new addition that happily surprised all attendees and will be available again next May.

As chair of the Education Committee, I presented the financial facts regarding conference costs to the NHLTA board of directors at the November 2 meeting. You all have known me for many years and know I have worked hard to keep our conference registration fees as low as possible. They hadn't changed in a good number of years despite the reality of the financial facts of life today that required a tough decision.

In order to provide the quality conference you are all accustomed to attending, the full board has agreed that raising the cost of registration to \$60 is necessary. This was a very, very tough decision. I am sure you can appreciate our trepidation in making that decision.

Since it was my responsibility to deliver this financial bad news to the full board of directors of NHLTA, I will gladly answer any emails or phone calls regarding our decision.

Sincerely,

Lil Edelmann

Chair, Education Committee

liledelmann@comcast.net / 679-2269

SOUHEGAN VALLEY TRUSTEES

The Souhegan Valley Library Trustee Network was formed just over a year ago. The group meets quarterly and rotates among participating trustees' libraries. Hot topics have included budget preparation, new technology, personnel issues, policy sharing and most recently, the ILL van situation. Next meeting: Thursday, January 12, 6:30-8:00 p.m., at the Brookline Public Library. Light refreshments will be served, and brown bag suppers are welcome!

—Betsy Solon

MONADNOCK REGION TRUSTEES



Trustees from the Monadnock Region (and beyond) recently gathered at the Mount Caesar Union Library in Swanzey. Among the topics discussed by sixteen trustees representing eight libraries were Friends of the Library groups, community surveys, security in the library, and policies that all libraries should have. As you can see in this photo, some attendees are taking notes. A lot of good information was shared. Tasty refreshments provided by the Mount Caesar hosts were a plus. The next meeting will convene at the Thayer Library in Ashuelot on Friday, January 20 at 12:30. Everyone is welcome.

—Adele Knight

CARROLL COUNTY LIBRARY TRUSTEES MEET

Library trustees from throughout Carroll County held their first ever roundtable discussion on Tuesday November 1 at the Conway Public Library.

Eleven trustees representing seven public libraries attended and a lively two-hour discussion ranged from topics including the InterLibrary Loan Van Program, building maintenance, background checks for staff and volunteers and personnel evaluations and policies.

Despite the short notice, NHLTA board member Marcia Burchstead, who is also a library trustee in the Town of Bartlett, was pleased with the turnout.

“My goal was to bring together other trustees from Carroll County to share information, discuss issues facing libraries and ask questions. As far as I am aware this type of meeting has never taken place in Carroll County.”

Burchstead also brought the attendees up to date on NHLTA happenings including the newly launched ListServ designed to provide a forum for trustees throughout the state.

NHLTA president Adele Knight is a staunch proponent of regional meetings. “One of our goals is to help all areas of the state benefit from the type of networking that has proven successful in the Monadnock region.”



Burchstead is hopeful that trustees in the North Country will also be able to meet on a regular basis. The next meeting of the Carroll County group is scheduled for Tuesday February 28, 2012, 6–8 p.m., at the Cook Memorial Library in Tamworth. All trustees and alternates of public and private libraries in Carroll County are encouraged to attend. For more information and to RSVP please contact Burchstead at (603) 356-8462 or via email at BartlettNews@roadrunner.com.

—Marcia Burchstead

NHLTA BOARD RETREAT

Officers and board members of the New Hampshire Library Trustees Association (NHLTA) attended a day long retreat Tuesday October 18 at the Local Government Center in Concord.

As identified in the NHLTA vision statement the organization, “is to be the acknowledged resource for all public library trustees.” An effective means to that end is the ongoing education, training and planning for the future by the NHLTA board.

In developing a case statement NHLTA has highlighted the following points: recognizing that library trustees are the link between the community and the library; realization that the local library in any city/town is the heartbeat of the community and a vital resource where all generations come together to learn, read, conduct town business and socialize; and the promotion of the continued need for library support and advocacy.

Recently elected NHLTA board member Bruce Cotter applied for a grant to defray the cost of the retreat. NHLTA sincerely acknowledges and extends their thanks to the New Hampshire Charitable Foundation for their generosity in approving the grant application and awarding our organization \$1,900. The grant came from the Emil William Allen Jr. Fund.

The morning session dealt with fundraising. NHLTA derives its financial support primarily through annual dues from members and registration fees for the annual conference which of late have not covered the expenses incurred.

The presentation and discussion was facilitated by professional consultant Mary Ann Leon, who has participated

in past NHLTA annual conference workshops. Her success as a fund raiser, capital campaign leader, and grant writer coupled with 26 years of experience managing and leading human service programs including the New Hampshire Chapter of the American Red Cross made her the ideal choice to provide NHLTA with the information and resources required to ensure that the organization remains on a strong foundation.

A PowerPoint presentation prepared by Leon for the New Hampshire Center for Nonprofits provided the background for the fundraising discussion and learning process. Fundraising requires a calculated plan for the future and for the organization to update their case statement.

Attendees also learned that it is essential for members to understand that their dues, conference fees and donations are investments that are used wisely, and their impact on the organization. Board members were reminded of their obligation to give, not a specific set amount but rather a goal of 100% participation to demonstrate their commitment to the organization.

The afternoon session was spent on discussions of library visits, regional open houses and setting long range goals. The objectives of a library visit have included learning about the local library, meeting the trustees and library director, touring the library and if possible attending a trustees meeting, allowing local trustees the opportunity to meet NHLTA board representatives and learn more about the organization, plus a discussion of strengths, successes, needs and challenges facing libraries, providing support, guidance and encouragement for on-going development and to share resources and best practices.

Based on information gathered and discussions that took place at the retreat, NHLTA has updated its strategic plan to include specific goals that include building a stronger board of directors, creating more effective committees, improving outreach and communication to the membership, increasing participation in educational workshops, developing a program for providing input and influence to the state legislative process, increasing revenue and developing a purpose and system for local library visits.

The outcome of the retreat directed the board towards a course of action for the next several years. In order to attain these goals and continue the effectiveness of NHLTA seeking input from members outside the board will be a requirement.

—Marcia Burchstead



NHLTA ANNUAL AWARDS

Earlier this fall the NHLTA announced the recipients of the 2011 statewide awards. Nominations were submitted by trustees of city/town libraries throughout the state and in September the Executive Committee made their recommendations which were accepted by the NHLTA board at their monthly meeting.

TRUSTEE OF THE YEAR

The recipient of the Lillian Edelman Trustee of the Year Award was presented to Bruce Cotter of Stratham. Cotter serving in his second year as the chair of the Wiggin Memorial Library board received letters of support from all the other trustees and alternates as well as the library director praising him for his leadership role and advocacy.

Cotter initiated and chaired a fundraising committee to offset costs of the 2009-10 library expansion which raised over \$60,000.



He brought to the board new and innovative ideas including a survey designed to address additional services and programs that the library could offer to the citizens of Stratham. He proposed and was successful in getting the board of selectmen to approve trustee alternates to the board and worked to create a "Trustee Emeritus" designation to recognize the contributions of longtime trustee, Craig Wark.

His hands-on approach has even included hosting an Appreciation Cookout for library staff and their families and handling building maintenance when the custodian was ill.

Library Director Lesley Kimball noted, "He is a born leader who has a deep commitment to community and to libraries and literature, not to mention a big heart, a great sense of humor and a true affinity for people."

Responding to his nomination and selection for the award Cotter had this to say, "It's a real honor to get an award named for Lillian Edelman. While I earned this for my past five years of service, she has spent a lifetime serving libraries in our state."

"I just love this library. There is so much going on here that involves the community. If you are here at 3, you will see a school bus pull up and a dozen or more teens jump out to spend their afternoons with Lucia (von Letkemann), our teen librarian. There are youth oriented activities constantly going on. I particularly like the Knit-Wits, which is a group of knitters who are teaching the young kids how to knit, and passing on that skill across generations. Jan (Streelman) and Phyllis (Danko) always have activities going on for the kids. There are always people in the reading room, and on the computers. It's just a very active place to be a part of," he added.

"The Wiggin Library has been able to find ways to maintain the level of service in a tough economy. We get a flat budget from the town, and we understand why, which means less of everything because prices are going up, but we strive to do the most we can with those dollars."

"Libraries are central to our communities. They are a resource that New Hampshire has always valued, and they are under pressure now because of the tough times that we are all facing. It's important to remember how important an informed population is to a successful democracy, and we have to protect this resource now and in the future. It's a pleasure and an honor to me to have been elected to serve the citizens of Stratham in this way," Cotter concluded.

The NHLTA salutes Bruce Cotter for his exemplary service to the Wiggin Memorial Library and the residents of Stratham.

SPECIAL LIBRARY SERVICE CONTRIBUTION AWARD

The Special Library Service Contribution Award was given to the family of the late Alexander J. Corey, a past trustee of the Littleton Public Library.

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The Corey family including his wife, four children, grandchildren and even great grandchildren actively participated in the refurbishment of the children's room at the library. Their financial contributions made the project a reality.

The trustees of the library in their nominating letter wrote, "In reflection it seems that when there has been something needing to be done, a Corey was there. How fortunate our library and community are to be able to say, 'The Coreys are here!'"

A mural, done by local artists Ann Walker and Dorothy Corey, adorns a wall of the renovated children's room which was officially dedicated on March 13, 2010 and named in memory of Corey. A commissioned portrait of Corey done by local artist Cynthia Knapton and a memorial plaque are on display in the room.

The award was to be presented to the family by representatives of the NHLTA board but the unexpected snowstorm on Sunday October 30 required a postponement of the ceremony. The NHLTA anticipates presenting the award in the spring of 2012.

LIBRARY DIRECTOR OF THE YEAR

This year the honors for Library Director of the Year went to two individuals: Lynn Christopher of the Hill Public Library and Denise Van Zanten of the Manchester City Library.

Hill Library

Christopher, who has served the community in this position for 10 years, has utilized various fundraising events, obtained grants and solicited donations to supplement the library budget and keep activities such as the summer reading program for children in place.

Trustees wrote, "Lynn Christopher, our amazing librarian, would not have been blamed for finding work elsewhere when her salary was cut by 25% along with her hours. But that is just not her style. She chose not only to continue to serve the Hill community, but to creatively jump in with both feet and do more for this town on a whole lot less."

"Lynn literally held the summer reading program together on glue and gumption, and pulled off a successful season any library would be proud of," they added.

In presenting her with the award NHLTA president Adele Knight said, "I am so impressed with what Lynn has been able to accomplish despite a 25% reduction in the library budget from 3 years ago. She has exhibited professionalism,



leadership and outstanding performance and has demonstrated initiative in developing programs and services to meet the needs of the community."

Receiving the award Christopher made these remarks, "I would like to thank the NHLTA and the Hill Public Library Board of Trustees for this recognition and all their support. I am truly honored to have been chosen for such a prestigious award; what a way to mark my 10th year as Library Director! I'd also like to thank all of the volunteers throughout the years for their hard work and support of the library. I could not have accomplished my goals without them."

Christopher was also presented with a proclamation from Governor John Lynch acknowledging her achievement.

Manchester Public Library

In nominating Denise van Zanten the Trustees of the Manchester City Library (MCL) wrote, "Denise was appointed MCL Director in 2005 and has managed the largest library in the state in a city with a diverse population both culturally and socio-economically. She transitioned the library, working with trustees and city officials and her leadership qualities became even more apparent as she immediately focused staff concerns and energy on improving the library's image in the community."

Listed by the trustees among her many accomplishments were improvements in technical services, expansions in community outreach and programming, enhancements to the facilities, effective management and development skills with staff and managing financial and budgetary issues and challenges.

Van Zanten also oversees the operations of the West Branch Library, which is comparable in size to that of many small town libraries in the state.

“It is with pleasure and pride that I accept the Library Director of the Year Award. I am very fortunate and honored to work for such a supportive and dedicated library board of trustees. I also wish to express my thanks to the Trustees’ Association (NHLTA) for selecting me for this honor and for all that they do to promote libraries in our state,” van Zanten said.

“When I became Director there was a very long to-do list but the most important was that the staff wanted to feel proud that we worked here. We wanted our community to appreciate and support the library by providing quality services. We wanted to let our community know about what was going on in their libraries so we started an electronic newsletter; the first in the city! We wanted to be visible at local events so we started attending Day of Kids, Taste of Downtown and as many school open houses as we could. We joined the Chamber of Commerce to help promote library services to the business community. With a great deal of hard work we continue to provide library services that are relevant and vital to our patrons. We have survived renovations, floods, bats in our clock tower, tightening budgets, and lightning strikes as we continue our forward progress. Most of all I could not lead this library without my management team both past and present. My success is also their success,” she continued.



“In conclusion the city of Manchester has supported a public library since 1854 and I am thankful to be a part of the history of this institution. I am proud to be your Library Director.”

Van Zanten was also presented with a commendation from Manchester City Mayor Ted Gatsas.

SUE PALMATIER AWARD FOR OUTSTANDING SUPPORT BY A FRIENDS OF THE LIBRARY GROUP

The Sue Palmatier Award for Outstanding Support by a Friends of the Library Group was given to the Friends of the Dunbar Free Library in Grantham.



In nominating their friends group the trustees expressed the following sentiments, “The library, the patrons and the residents of Grantham benefit immensely from the hard work and dedication of this volunteer group.”

The group, established in 1990, has tackled such projects as fundraising for new carpeting for the library and purchasing central air conditioning. They have also sponsored the children’s summer reading program, purchased books for newborns and new cardholders under the age of 14, hosted “Thank You Breakfasts” and “Appreciation Days” for staff, volunteers and patrons, hosted NH Humanities Council programming and funded the purchase of passes to museums, science centers and historical sites.

Susan Wren, chair of the friends spoke for the organization, “I’m thrilled to accept this award from the NH Library Trustees Association on behalf of the Friends of the Dunbar Free Library, both past and present. This organization was

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started over twenty years ago by a dedicated group of community members. Their mission was to support and enhance the services of the Dunbar Free Library. We proudly carry on that mission today.”

Wren continued her remarks, “The Dunbar Free Library is a tremendous resource for the residents of Grantham. We are so fortunate to live in a community that values lifelong learning and is committed to supporting the library above and beyond. Each year we send out a letter requesting support. Without fail, the donations come pouring in. Without the continued generosity of our friends, our mission would be difficult to achieve. Thanks to their generosity we are able to provide for special events and programs for both children and adults, museum passes, DVDs, books donated for new card holders and new babies in our community and much more.”

HISTORY OF THE AWARD

Lillian Edelmann, NHLTA board member and longtime friend of Palmatier, related the background of the creation of this award. “Sue worked for the State Library for close to 40 years, about 30 of her last years, before retirement, in the North Country. She is an extremely intelligent woman who speaks Russian, Chinese and German. Sue was the go-to person working with Friends Groups all over the state. She also made many presentations over the years for the NHLTA and was available whenever needs surfaced in whatever area of the state. NHLTA created an award in her honor because of all the years of her dedication and devotion to helping people.”

The NHLTA presents awards annually. Trustee boards throughout the state are encouraged to nominate an individual or group for their contributions towards the betterment of their library.

—Marcia Burchstead

SHARING RESOURCES

One of the goals of the NHLTA is to provide resources to help trustees fulfill the responsibilities of their elected positions. We frequently receive requests for sample job descriptions, library policies, personnel policies (also known as employee handbook), evaluation forms, and other items that comprise the infrastructure of a good library. We plan to collect and make available all information sent to us for use by other trustees. Please email the items you are willing to share to Connie Kirwin at cfk@tds.net along with your permission to distribute to others.

The following items are available for download from the **RESOURCES & LINKS** page of the NHLTA website (www.nhlta.com):

- Code of Ethics
- Coop Lists
- Evaluate Board Meetings
- Working as a Team for the Board & Director
- Child Labor Laws
- Libraries and the Other Money
- Volunteers: Best Practices for NH Libraries

Plus links to pertinent information contained in the *Legal Q & A* section of the “New Hampshire Town and City” magazine published by the Local Government Center:

- “Sealing of Nonpublic Session Meeting Minutes”
- “The Powers and Duties of Library Trustees”
- “Problem Patrons in the Public Library: Can Anything Be Done?” 

“Libraries will get you through times of no money better than money will get you through times of no libraries.”

— R. Scott Brooks
Bedford, NH

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POSTMASTER: Address correction requested.

RECRUITING LIBRARY TRUSTEES

Potential trustees should be made aware that library trustees make a very important contribution to their community.

Library trustees are the governing board of the library. (RSA 202-A:2) The library trustees shall have the entire custody and management of the public library and all the property of the town relating thereto except trust funds held by the town. (RSA 202-A:6, v)

The Board of Trustees has sole responsibility for hiring and firing employees of a public library (RSA 202-A:16, 17) and the securing of sufficient funds to provide and maintain adequate library service or to supplement funds otherwise provided. (RSA 202-A:4)

QUALIFICATIONS FOR LIBRARY TRUSTEES as noted on page 13 of the NHLTA Manual.

- Resident of the municipality the library serves (RSA 669:6)
- Knowledge of the services provided by the library
- Commitment to the library's role in the community
- Knowledge of the community's social, educational and political structure
- Ability to work well with others, listen effectively, and plan for the future
- Willingness to devote time and effort to the duties of trusteeship
- Participate with local, state and national government and library leaders to improve library service at all levels

The following information should be helpful as Library Boards of Trustees recruit new trustees before the Town Elections on March 13, 2012.

- For those people that would like to run for library trustee in 2012, the filing period begins Wednesday, January 25 and ends on Friday, February 3, 2012.
- The 2012 filing period for an alternate town election begins Wednesday, March 21 and ends Friday, March 30, 2012.
- The last day of a filing period is always on a Friday, and even if the Town Clerk's office is not normally open on a Friday, the Town Clerk is required to be available between 3 and 5 p.m. on the last day of the filing period.
- To file for the office of library trustee, the person must reside in the town and be listed as a voter on the voter checklist.

—Adele Knight

WHO, WHAT, WHERE, WHICH?

Who conducted a Library Survey at local supermarkets to determine what the library could do for its citizens?

What group buys a book for every new baby and every new cardholder under 14 in their town?

Who saved a summer program for children despite a 25% budget cut?

Who began the One Card program which partners the library with local businesses for discounts and to promote library card sign ups?

Who Skyped her director's report to Trustees when she was visiting family in India?

Where can you put in a request for a book on a 'wish list' that is displayed on the circulation desk?

Where were children and their parents invited to a Halloween party to arouse their interest in the library?

What town, according to recent New Hampshire State Library statistics, had more patron visits and a higher circulation than any other town of its size in the state?

Which library unveiled a program for young authors after the success of a popular teen reading group?

Which libraries trustees recently hosted regional meeting groups at their libraries?

ANSWERS

1. Bruce Cotter, Trustee of the Year.
2. Friends of the Library in the Dunbar Library in Grantham.
3. Lynn Christopher, Director of the Year, Hill Public Library.
4. Denise van Zanten, Director of the Year, Manchester City Library.
5. Nancy Bergeron, Library Director from the Madbury Library.
6. The Dublin Public Library.
7. The Davis Public Library in Stoddard
8. The Olivia Rodham Memorial Library in Nelson
9. The Josiah Carpenter Library in Pittsfield.
10. Trustees from the Mount Caesar Union Library in Swanzey, the Conway Public Library and the Wadleigh Memorial Library in Milford.

—Adele Knight



**New Hampshire
Library Trustees Association**
PO Box 617
Concord, NH 03302

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CALENDAR 2012

January 4	10:00 am	NHLTA Board of Directors meeting • LGC, 25 Triangle Park Dr, Concord
January 12	7:00 pm	Souhegan Valley Regional trustees meeting • Brookline Library, 16 Main St Contact: Betsy Solon: elsolon@yahoo.com . Snow date, Jan. 19
January 20	12:30 pm	Nubanusit Regional trustees meeting • Thayer Library, 3 Ashuelot Main St, Ashuelot (Winchester) Contact: Adele Knight at 563-8937 or adeleknight1@myfairpoint.net
February 1	10:00 am	NHLTA Board of Directors meeting • LGC, 25 Triangle Park Dr, Concord
February 28	6:00 pm	Carroll County Trustees Roundtable discussion • Cook Memorial Library, 93 Main St, Tamworth. For directions, call the library at 323-8510 Refreshments will be served. Information & RSVP: March Burchstead at 356-8462) or BartlettNews@roadrunner.com
March 7	10:00 am	NHLTA Board of Directors meeting • LGC, 25 Triangle Park Dr, Concord
April 4	10:00 am	NHLTA Board of Directors meeting • LGC, 25 Triangle Park Dr, Concord
May 21	8:00 am	NHLTA Spring Conference/Annual Meeting SERESC Conference Center, Bedford