

# NHLTA Library Trustee

FALL 2018  
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The Newsletter of the New Hampshire Library Trustees Association

www.NHLTA.org

## Congratulations to the 2018 NHLTA Award Winners

This year NHLTA received a record number of nominations for our annual awards. All of the nominations were impressive, and demonstrated how fortunate New Hampshire is to have such fine public libraries and library supporters. After lengthy consideration, the NHLTA Board of Directors is happy to announce the following list of award winners for this year. Presentations will be made at local celebrations during the coming months.

### Library Director of the Year (tie)

Cathleen Beaudoin, Dover Public Library  
Donna Bunker, Chesley Memorial Library, Northwood

### Lillian Edelmann Trustee of the Year

Lee Beaugard, Wiggin Memorial Library, Stratham

### Sue Palmatier Award for Outstanding Support by a Friends of the Library Group

Friends of Kimball Library, Atkinson



Library of the Year Tucker Free Library, Henniker

### Special Library Service Contribution Award

Kathy Ordway, William A. Bachelder Library, East Andover



"Big Lil" chats with attendees at the 2011 Spring Conference.

## Remembering "Big Lil"

By Adele Knight, former president of NHLTA

The NHLTA lost a good friend, mentor, and champion library advocate when Lillian "Big Lil" Edelmann passed away this past June. We all miss her energy and enthusiasm and pride in the NHLTA. She was a vital member of our organization for 21 years; during that time she served as President and Vice-President and chaired many committees. My earliest memories of Lil stem from my attendance at NHLTA Annual Conferences. She was always a commanding figure speaking with emotion and passion and displaying that "fire in the belly." You may remember hearing some of her other quotes such as "Libraries Are the Heart-beat of Democracy," "Libraries Are the Citizens' Free University,"

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# Letter from the President . . .

## Fall 2018



Mary Castelli  
NHLTA President

As this is my first letter as President of NHLTA's Board, I'd like to take the opportunity to introduce myself! It's a pleasure to take on this role. Previous presidents, most recently Susan Young Gaudiello, and our NHLTA Board members have been careful shepherds of NHLTA, making my transition a straightforward one. As a lover of libraries and a major book enthusiast from an early age, I'm looking forward to my role in advancing NHLTA's mission of serving, improving, and promoting New Hampshire public libraries, so that others can continue to enjoy and benefit from them for years to come.

As I think about the intentions of NHLTA, I am struck by the thought that what makes libraries so special is that they are not just for readers. Libraries play a vital role in the success and well-being of the communities they serve. They are positioned as the hub of the community. In small towns, they reflect the special qualities of their communities, while acting as a portal to a global community. Their programs spark creativity, build skills, encourage us to explore our own heritage, improve our health and build relationships. Many writers' groups are hosted in their local library, as a creative space for attendees. New Hampshire public libraries offer bone-builders classes and yoga. Our libraries provide movie nights and knitters' groups. They host college planning events for students and their parents and home-buying seminars. Our libraries provide spaces for meetings of concerned taxpayers, meet-the-candidate events, and they extend

walk-in tech support for the in-person help it can be hard to access unless you have a techie in the family. And libraries have always planted the seeds of literacy, welcoming children for activities from story time to Lego hour.

It isn't just the number of events that libraries host, but the diversity of the events themselves that impresses. At your library, there are church attendees and agnostics, families and people living alone, children, teens and adults, and members of every political party. In this time of divisiveness, walking into the library is an opportunity to be in communion with someone who lives nearby but whom you might never have met otherwise. As social media allows us more opportunities to connect with people who have similarities to us, however far away they live, libraries allow us to connect with and learn from the stranger next door.

Part of our responsibility as trustees is to support our libraries in their function of serving these disparate segments of communities. I encourage all trustees to be involved in more than what happens at your board table: listen to webinars, attend trustee regional meetings and workshops, and talk to your local officials and your community members. How are you making your library the heart of its community? Are there policies you are implementing? Programs that use your library as their home base? I'd love to hear about what you are accomplishing, to learn from you in the ways we are different and, with NHLTA, to connect and support you in these shared goals.

Cheers!

*Mary Castelli*

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### LIAISON TO THE BOARD

**Michael York, Director**  
NH State Library

**Sylvie Brikiatis, Assistant Director**  
*Nesmith Library, Windham*  
NH Library Association

**MISSION** The NHLTA assists Trustees to be knowledgeable and effective in order to serve, improve and promote New Hampshire Public Libraries.

# Remembering “Big Lil”

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“Knowledge is Power,” and “Speak Up! Speak Out! and Speak for Libraries!”

Lil began advocating for libraries back in 1969 when she ran for trustee in Twin Mountain. For many years, she canvassed for libraries throughout the North Country, citing their importance and what it meant to be a library trustee. She drove the Mediamobile that travelled the North Country to deliver books and tapes to people who couldn't get to a library, and in 1991 received a commendation from Governor Judd Gregg for her work with “The Library Comes to You” project.



Presenter Terry Knowles with Lillian at the 2012 Spring Conference.

Lil, along with several other library supporters from the North Country, joined the NHLTA in 1992. Lil was immediately elected Vice-President and that was only the beginning. In 1994, she was elected President and was re-elected continuously for another nine years. In addition, Lil chaired the Education Committee for many years, presided over the NHLTA 50th Anniversary Gala, was a member of the revision committee for the NHLTA manual *A Guide for Library Trustees*, represented the NHLTA on the NH Library Advisory Council and promoted and participated in many conferences, workshops and library visits.

I don't know if trustees today realize that there

had been a proposal in 1993 to merge the NHLTA, NHLA and the ANHLF (Association of NH Library Friends) into one organization. Lil represented the NHLTA on that ad hoc committee by attending and reporting on many meetings over the next several years. Obviously, the merger never did happen.

Lil, demonstrating her legislative acumen and zeal for promoting the importance of libraries, was the driving force behind the movement of library supporters to successfully petition the state legislature to declare that New Hampshire libraries should remain autonomous from local government. RSA 202-A:6, which spells out that autonomy, was adopted April 16, 2000 and has well served many libraries since then.

Continuing to be recognized for her championship of libraries, Lil received several awards in 2002; the Dorothy M. Little Award which is given to someone who has demonstrated sustained extraordinary public library advocacy and activism on a local, regional, and state level, and NELA's Emerson Greenaway Award that recognizes distinguished service in librarianship. In 2009, the NHLTA Board of Directors paid their own tribute to Lil by renaming the Trustee of the Year Award the Lillian Edelmann Trustee of the Year Award.

In addition to her NHLTA activities, Lil reached out to other state boards and attended their events to advocate for libraries and library trustees. She attended conferences in Pennsylvania, Vermont, Texas and New York. Her good works were appreciated throughout the library world: she also served as Regional Vice President of the American Library Trustees Association (ALTA), a division of the American Library Association, and was asked to chair the ALTA Legislative Committee.

When Lil decided to retire from the NHLTA Board of Directors in 2013, the other directors voted to appoint her as their first Emeritus Director. She was unable to attend meetings after her retirement but her love for libraries and the NHLTA continued.

We all miss Lil Edelmann greatly and give thanks for her guiding support and pursuit of education for library trustees. Because of the energy, enthusiasm, and devotion that Lil gave to our trustees, the NHLTA is one of the strongest library trustee organizations in the country.



“Libraries Are the Heartbeat of Democracy

Libraries Are the Citizens' Free University

Speak Up! Speak Out! and Speak for Libraries!”

## Conway Kicks Off Fall Regional Meetings with a Focus on Strategic Planning

On September 6 trustees from Bartlett, Effingham, Jackson, Madison, Tamworth and Conway met at the beautiful and historic Conway Public Library for the first Regional Trustee Meeting of the fall. The main topic of discussion was strategic planning.

Trustees from Cook Memorial (Tamworth) and Madison Libraries were especially helpful, sharing the processes they used to gather input from residents. One of Madison's tactics was to survey townspeople who attended the annual town bean hole bash: no beans till you completed the survey! In Tamworth, a combination of forums, surveys and online questionnaires produced excellent results. Tamworth completed its plan in August of this year, and posted all information, including survey questions and survey results, on their webpage. Take a look: [tamworthlibrary.org/about/trustees/2018-strategic-plan/](http://tamworthlibrary.org/about/trustees/2018-strategic-plan/).

Conway Regional Meeting



Recommendations that came forward during the discussion:

- Reach out to all sorts of groups in town, including the Friends, the Historical Society, Women's Club, even the Planning Board which is responsible for the town's master plan.
- Don't just ask what the Library can do better; ask what the town needs. Then think about how the Library can help to meet those needs.

One other question that was raised: how do you measure the library's success, beyond citing circulation numbers and similar statistics? Answers: share real stories of how the library has had a positive impact on individuals. And, check out "Project Outcomes" on the website of the Public Library Association, a division of the American Library Association: [www.ala.org/pla/initiatives/performance measurement](http://www.ala.org/pla/initiatives/performance measurement)

Finally, we asked the library directors in attendance what trustees can do to be most effective.

Here are a few of their ideas:

- Be familiar with library policies.
- Adopt a Code of Ethics and follow it.
- Be an advocate for the library, everywhere you go.
- Be engaged.

Clearly this discussion was fruitful for all who attended and for NHLTA, too!

### Fall Regional Meetings Scheduled

After a successful series of Regional Meetings last spring, NHLTA has arranged for five more gatherings this fall. While several will have already taken place by the time this newsletter is mailed, there are meetings scheduled in Rye on October 11 and Gilford on November 7. (See the events calendar and the NHLTA website for more information.)

If you'd like to host a regional meeting at your library in 2019, contact Susan Gaudiello ([s.gaudiello@NHLTA.org](mailto:s.gaudiello@NHLTA.org)) to volunteer. The host library takes care of the room set-up and refreshments, and NHLTA handles the promotion and facilitation of the event in collaboration with hosting trustees.

## When Under Construction, Who's in Charge: The Trustees or the Town?

What is the division of authority between library trustees and the town's or city's governing body when renovation or construction of a library building is desired?

As you are likely aware, RSA Chapter 202-A gives significant authority to library trustees in the management of the library property and operations. For example, RSA 202-A:6 says, in part, that “The library trustees shall have the entire custody and management of the public library and of all the property of the town relating thereto. . . .” Our New Hampshire Supreme Court has even recognized the library trustees’ level of autonomy in *Littleton v. Taylor*, where an employee of the town’s library was deemed a library employee and not a town employee.

But this level of autonomy is not without its limits. When the library trustees want to do a renovation or addition on the library building, conflicts between the governing body and the library trustees can arise. Although the law is not perfectly clear in addressing all the potential issues, here are some considerations for trustees and governing bodies to remember.

First, when a major renovation or new construction of library real property is desired, a bond is often necessary to fund the project. Bonds are a form of long-term debt and are governed by RSA Chapter 33. Bonds must be approved by the vote of the legislative body; in towns, this means the voters, and in towns without budgetary town meetings or in cities, this would be the council or aldermen, with the procedure for bonds being set forth in the charter. This means, first and foremost, that library trustees do not have independent authority to approve or obtain a bond; legislative body approval is required.

Going even a little further, in towns with a town meeting, the governing body has authority over the warrant, meaning that it is the governing body’s decision whether to include (or not include) an article on the warrant, unless a properly petitioned

warrant article is received pursuant to RSA 39:3. This means that the select board cannot be required to place an article containing a bond on the warrant in the absence of a citizen petition. Remember, too, that at town meeting, the voters can amend a warrant article containing a bond; this includes the power to decrease the amount of money proposed.

Importantly, once the issuance of the bond is approved by the legislative body, it is the governing body that has the authority to obtain the bond. The governing body also has the responsibility to ensure that the bond proceeds are being spent properly for the purpose for which the bond was authorized. Ultimately, therefore, the management of bond proceeds falls within the financial responsibilities of the governing body.

All of that being said, some building renovation and construction projects do not involve bond proceeds, but questions of authority can still linger. RSA 202-A:6 & A:11 give the trustees the authority to expend money appropriated for the library, including the authority to make separate requests for capital improvements, and RSA 202-A:4-c gives the trustees authority to accept and expend other revenue given to the library (if previously adopted by the legislative body).

However, RSA 202-A:6 says the library trustees have “custody and management of the public library and of all the *property of the town relating thereto.*” Those last few words are important because the real property of the town used for library purposes (e.g., the land, the buildings) is owned by the town, not by the trustees, even though management authority is given to the trustees. This is no different than conservation property belonging to the town being managed by the conservation commission.

Ultimately, the best case scenario for a municipality is for the library trustees and governing body to work together. In fact, one option for larger construction projects would be appointing a “clerk of the works” to oversee the project and to keep both the governing body of the municipality and the trustees of the library apprised and involved to the extent necessary.



By Margaret L. Byrnes, Attorney at Law, NH Municipal Association (NHMA)

Ultimately, the best case scenario for a municipality is for the library trustees and governing body to work together.

# Library Annual Reports: When are they due? What should they include?



Fortunately, RSA 202-A:12 is very specific regarding the information to be included in the Annual Report. The Board Treasurer should report on the first four items; the Library Director and the Board Chair report on the last three including a list of programs, workshops, classes, and any other services such as meeting room usage offered by the library that further the education of the public.

**202-A:12 Annual Reports.** – Every library regularly open to the public, or to some portion of the public, with or without limitations, whether its ownership is vested in the town, in a corporation, in an organization or association, or in individuals, shall make a written report to the town or city at the conclusion of each fiscal year of

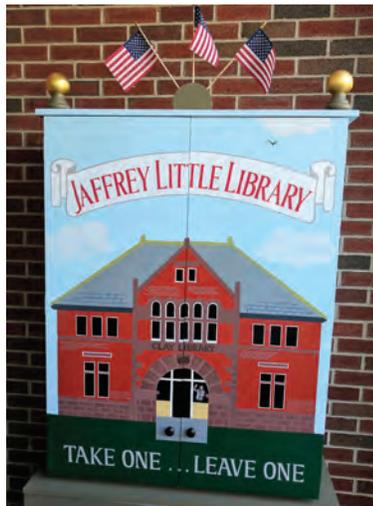
- (a) all receipts from whatever sources,
- (b) all expenditures,
- (c) all property in the trustees' care and custody, including a statement and explanation of

any unexpended balance of money they may have,

- (d) and any bequests or donations they may have received and are holding in behalf of the town, with such recommendations in reference to the same as they may deem necessary for the town to consider,
- (e) the total number of books and other materials and the number added by gift, purchase and otherwise; the number lost or withdrawn,
- (f) the number of borrowers and readers and a statement of the use of the property of the library in furthering the educational requirements of the municipality and such other information and suggestions as may seem desirable,
- (g) submit a similar report to the state librarian at such time and on such forms as the commissioner of cultural resources may require.

## Jaffrey Little Library Opens for Business

The Jaffrey Little Library is located at the entrance to the Jaffrey Post Office. The image on the front is inspired by and presents a frontal view of the town's Clay Library (the original name of the Jaffrey Public Library). It even includes a picture of Julie Perrin, the Library Director, waving out the window! The Little Library was designed by Rob Stephenson who had it constructed by a local sign shop.



ABOVE: The Jaffrey Little Library

FROM LEFT: Rob Stephenson and Bill Driscoll check out what's new at the Little Library.

## Tell Us What You Think About NHLTA Services

It's been a while since NHLTA sought member feedback on the programs and services offered by the Association, other than evaluations of the annual conference and on-site workshops. We'll be inviting your comments and suggestions through a series of short surveys over the course of the coming year. We promise to keep the questionnaires brief and to consider all your recommendations as we work to improve and expand NHLTA services.

The first survey requests your thoughts on this newsletter. We want to know how useful and interesting you find the content, as well as what specific topics you'd like to see addressed in future articles. Don't be reticent about telling us how we can do a better job to meet your information needs.

You'll find the link to the newsletter survey on the NHLTA website home page, and we'll also be sending it to you via direct email (if you've shared your personal email with us).

# Fall Workshop Will Focus on Trustee/Library Director Relationship

**Date:** Tuesday, November 13, 2018

**Time:** 10:00 am – 1:00 pm

**Place:** NH Municipal Association Building, Concord

**Register Online:** [www.NHLTA.org](http://www.NHLTA.org)

One of the most important responsibilities of trustees, if not THE most important, is the selection of the right person to serve as the director for their library. Once the selection is made, forging a productive working relationship and periodically evaluating the performance of the director is critical to a well-run library. This fall's workshop will explore all aspects of this important task.



The workshop will start with the development (or updating) of the director's job description. Next, the process of hiring a new director will be discussed, including tips on everything from who should be on the search committee, to posting the job announcement, sample interview questions and checking references. Then, the evaluation process will be explored. Finally, the task of forging a good working relationship will be addressed, including understanding

roles and boundaries for both the director and trustees.

The workshop will be presented by Deb Caplan, MLS, of Debra Caplan Career Counseling. Deb is also a trustee of the Peterborough Town Library. She will be joined by a panel of experienced trustees who have recently participated in hiring a library director.

## NH Library Trustee

The Newsletter of the  
New Hampshire Library Trustees  
Association

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Library Trustees Association

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POSTMASTER:  
Address Correction Requested

## Save the Date

2019  
Spring Conference

Wednesday,  
May 29, 2019

The Manchester  
Downtown Hotel

## ILL Update

The NH State Library continues to move forward with the state procurement process to implement a new State-wide Interlibrary Loan solution. When a contract is approved by Governor and Council the vendor will be announced and implementation of the new system begun. They hope this will happen before the end of 2018.





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Concord NH 03301

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## 2018 CALENDAR

- |                    |                    |  |
|--------------------|--------------------|--|
| <b>October 3</b>   | <b>10:00 a.m.</b>  | <b>NHLTA Board of Directors meeting</b><br>NHMA Building, 25 Triangle Park Drive, Concord  |
| <b>October 11</b>  | <b>6 p.m.</b>      | <b>Regional Trustee Meeting – Seacoast Area</b><br>Rye Public Library, 518 Washington Road,<br>RSVP to Conrad Moses ( <a href="mailto:c.moses@nhlta.org">c.moses@nhlta.org</a> )                         |
| <b>November 7</b>  | <b>10:30 a.m.</b>  | <b>NHLTA Board of Directors meeting</b><br>NHMA Building, 25 Triangle Park Drive, Concord  |
| <b>November 7</b>  | <b>5 p.m.</b>      | <b>Regional Trustee Meeting - Special Bring a “Friend” Event</b><br>Gilford Public Library, 31 Potter Hill Road, Gilford<br>RSVP to Bert Saul ( <a href="mailto:b.saul@nhlta.org">b.saul@nhlta.org</a> ) |
| <b>November 13</b> | <b>10 – 1 p.m.</b> | <b>Fall Workshop</b><br>NHMA Building, 25 Triangle Park Drive, Concord<br>Please register at <a href="http://www.NHLTA.org">www.NHLTA.org</a>  |