

**NEW HAMPSHIRE LIBRARY TRUSTEES ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
Local Government Center, Concord, NH  
MARCH 6, 2013

Present: Knight, Webster, Cotter, Moses, Kirwin, Burchstead, Snelling, Meserve, Davis, Gilbert, Gaudiello, Solon, Hallenbeck, Edelmann, and York (State Library)

Excused: Lord

Guest: Mark Branoff

Meeting called to order by the President, Adele Knight, at 10:06 a.m.

The Pledge of Allegiance was not recited because we had no flag.

Mark Branoff was introduced

MOTION (Gaudiello/Gilbert) Minutes of February 6, 2013 approved. PASSED

Treasurer's report emailed, see attached. MOTION (Meserve/Cotter) Treasurer's report accepted and filed for audit. PASSED.

## REPORTS

***Communications Committee:*** The deadline for the newsletter is March 6<sup>th</sup>. It will be mailed March 31<sup>st</sup>. Renewals go out in April and the awards letter in May.

***Education Committee:*** Meserve reported that we are waiting for the registrations to see how Cornerstone does with the conference.

Motion was made (Webster/Cotter) that Edelmann be named Emeritus Director. PASSED

***Finance:*** Income from sponsorships is accounted for in Conference Revenue detail report. The detail report will be sent to the board. Solon will send out a sample budget for Trustees to study and comment. Budget for 2013-14 needs to be approved at the May 1 meeting. We have over \$6,000 in the scholarship budget.

***Fund Raising Committee:*** no report

***Governance Committee:*** Report emailed, see attached.

***Legislative Committee:*** Gaudiello reported that the committee met this morning. Hallenbeck reported on the survey he sent out. Identified what worked, what did not work, what changes should be made. Gaudiello requested that any Trustee, who contacted their legislature about the bill, send a thank you note.

***NHLA Liaison:*** Meserve, report emailed.

***President:*** Knight reminded the board that there are a lot of workshops available for Board members to attend.

**State Library:** York reported that House Bill 561 is still out affecting the Dept. of Cultural Resources. He said that the NHLTA could not have handled the hearings for HB 436 better. They are going through the budget process and they are making a strong case that the Arts Council needs to be supported. The State Library is working to get all the libraries to use an Open Source automated system.

**Technology:** Hallenbeck traced the history of HB 436. He found an excellent manual *Library Advocacy Now! A Training Program for Public Library Staff and Trustees* developed by the Canadian Association of Public Libraries on Library Advocacy that we could use as a template. He will send the link to the board.

#### **OLD BUSINESS:**

1. Advocacy: Cotter stressed that Advocacy needs to be a larger part of orientation. Davis distributed a Valley News article about the future of libraries as a Community Hub, see attached.
2. Sponsorships: Gaudiello reported that the Conference has a total \$4150 from 13 sponsors. The website will be updated with all the sponsor logos and website links. Still looking for the \$1500 sponsor.
3. Policies and Procedures: Webster needed a policy for Scholarship, Storage and Annual Awards.

MOTION (Webster/Cotter) To accept Policies A8.6, A10 and A11 as presented.  
PASSED.

MOTION (Webster/Knight) That we accept the Procedures Manual as emailed to the Directors PASSED. Webster recommended that any small changes be made by the Governance Committee and anything major comes before the board. Any changes will be noted on the Change History page. DID NOT PASS.

Webster will hold off on sending out the final Procedures Manual version until the 15<sup>th</sup> of March to give the Board a chance to proof.

4. Conference:
  - Meserve reported that the flyer is out and on the website. Speaker contracts are out and several have already been returned.
  - Looking to change the bylaws so that committee reports not have to go in the conference folder. Gaudiello suggested that we direct the committee chairs to limit their reports to 200 words so that we can get more than one report on a page.
  - The Education committee is looking at other venues for next year if for no other reason than the help our bargaining position.
  - Video Taping: Hallenbeck presented the results of the survey on the conference workshops. This gives an idea on which workshops would be best to tape. Sponsors will get their logo on the videos.
  - Burchstead is working on publicity.

#### **NEW BUSINESS:**

1. Membership Services: Knight is drawing up new procedures for Cornerstone.

2. Webster presented Mark Branoff's qualifications and moved that Mark Branoff be appointed Director. (Webster/Cotter) PASSED. Betsy will begin training Mark to assume Treasurer's duties in July.

**“SHOP TALK”:** Role playing problem scenarios; a chance to share and discuss any concerns always keeping it anonymous.

Meeting Adjourned at 12:45 p.m.

Respectfully submitted,  
Carol Snelling  
Secretary

Next meeting April 3, 2013 at the LGC  
April refreshments: Karen Sheehan Lord and Susan Gaudiello

**MOTIONS:**

(Gaudiello/Gilbert) Minutes approved PASSED  
(Meserve/Cotter) Treasurer's report accepted PASSED  
(Webster/Cotter) Edelmann be named Emeritus Director. PASSED  
(Webster/Cotter) MOTION Accept Policies A8.6, A10 and A11 as presented. PASSED  
(Webster/Knight) MOTION Accept the Procedures Manual as emailed to the Directors. PASSED  
(Webster/Cotter) Mark Branoff appointed Director. PASSED

**ACTION ITEMS:**

Solon will send detailed financial report to board  
Hallenbeck will send link to Canadian Advocacy Handbook to board  
Webster will send final version of Policy and Procedures manual after March 15