

NEW HAMPSHIRE LIBRARY TRUSTEES ASSOCIATION
BOARD OF DIRECTORS MEETING
Local Government Center, Concord, NH
October 2, 2013

Present: Knight, Webster, Moses, Kirwin, Snelling, Davis, Moran, Gaudiello, Branoff, Hallenbeck, Gilbert, Lord
Excused: Cotter, York, Meserve
Absent: Edelmann

Meeting called to order by President, Adele Knight, at 10:05 a.m.
The Pledge of Allegiance was recited

Minutes: MOTION (Webster/ Gilbert) Minutes of September 4, 2013 approved. PASSED

Treasurer's report: Report e-mailed. NHLTA's IRS and NH returns were filed in September. The IRS requires organizations of NHLTA's size to track program service expenses. Branoff has modified Quickbooks to do this for NHLTA, beginning the current fiscal year. To keep better track of what program service expenses are, expense reports should be turned in. An organization is more attractive for obtaining grants if their program service expenses are high, relative to total expenses. High volunteer time can also help here.

MOTION: (Lord/Moran) to accept the Treasurer's report. PASSED

Reports:

- Education report emailed. Meserve has resigned as chair of the Education Committee and from the NHLTA Board of Trustees. The board expressed their appreciation for all she did. Hallenbeck suggested we find out if there is some way that the Board could make the Education chair's job easier. Knight will contact Meserve and try to get her to reconsider.
- Communications: newsletter is in the mail
- Legislative Committee met prior to the board meeting
- Fund Raising report emailed
- Governance Committee report emailed
- President's report emailed.

Tech Bits: Hallenbeck discussed the Fall Orientations feedback. People seemed to be quite satisfied with the content. We need to address the differences between large city libraries and small town libraries. It would be helpful if we came up with a simple primer for new Trustees. It would also be helpful to have a page listing links on our website. Webster stressed that we have to address the brand new Trustee. Gaudiello suggested we start webinars. We need to survey Trustees to find out what they need. Hallenbeck requested that the timelines be turned in by the end of the month.

OLD BUSINESS:

1. Advocacy: Webster, Knight and Hallenbeck have been working on the retreat. Oct. 28th LGC. Gaudiello wanted to be sure that at the end of the retreat all of our goals are clear and "who is to do what" is clear.

2. LGC Conference: Webster, application has been submitted and the fee has been paid. We are waiting for space to be assigned. The booth does not have to be manned the whole time. Gaudiello and Lord are designing a display board for the booth. Need things 8 ½ by 11" with larger print, pictures to be laminated. Connie has extra copies of newsletters for the table. Hallenbeck and Melissa Prefontaine are doing a presentation on Wednesday, November 6th.
3. Award Ceremonies: Knight has begun giving the awards starting with Librarian of the Year in Wilmot. Hudson, Friends award on the 16th Hooksett Nov. 9th Library of the Year and she still has to hear from two of the award winners.
4. Sponsors: We have a premier \$1500 spot by Charter Trust. Also a \$350 sponsorship. Gaudiello and Branoff are writing procedures for Cornerstone on processing sponsor money receivables. The mailing went to last year's sponsors. Davis is doing research on adding new sponsors. The mailing to prospective sponsors will go out Nov. 1st.
5. Orientations: The computer at Conway was damaged and the board doesn't feel that we had anything to do with the computer's demise. Knight will let the director know that we are not going to help pay. Going forward, we should bring our own laptops. We could see if we could get someone to donate a laptop. Kirwin suggested that we use central locations like LGC for our orientations because they have the equipment. Webster will look into the availability of donated used computers.

NEW BUSINESS:

1. Annual Goals Knight wants all the committees to get their goals submitted so that she can be sure they are all compatible.
2. Webster reported that the current *Time* Magazine reports that several libraries in the country have decided to have e-Books exclusively.

SHOP TALK:

Holderness library

Knight offered to pick up sandwiches and drinks for the retreat.

Meeting Adjourned at 12:35 p.m.

Respectfully submitted,

Carol Snelling

Secretary

Next meeting December 4th at LGC. ANNUAL POTLUCK LUNCH and \$5 Yankee Gift Swap

MOTIONS:

- Minutes of September 4, 2013 approved. PASSED
- Accept the Treasurer's report. PASSED

ACTION ITEMS:

- Knight will contact Meserve and try to get her to reconsider.
- Gaudiello suggested we start webinars for orientations.
- We need to survey Trustees to find out what they need for orientation.
- Gaudiello and Lord are designing a display board for the booth.

- Gaudiello and Branoff are writing procedures for Cornerstone on processing sponsor money receivables.
- The mailing to prospective sponsors will go out Nov.
- All committees chairs are to submitted their goals so that Knight can be sure they are all compatible
- Finish up video Timelines before the end of the month.
- Webster will look into the availability of donated used computers.

November Retreat Hospitality: Susan Gaudiello and Karen Lord