

NEW HAMPSHIRE LIBRARY TRUSTEE ASSOCIATION

Board of Directors Meeting Minutes

10:30 AM

August 1, 2018

NHMA, 25 Triangle Park Drive, Concord, NH

Present: Mark Branoff, Mary Castelli, Jan Clark, Susan Gaudiello, Connie Kirwin, Ed Moran, Conrad Moses, Katrinka Pellicchia, Bert Saul; NHLA Liaison Sylvie Brikiatis

Excused: Marty Davis

Mary called the meeting to order at 10:35 A.M.

Secretary's Report: MOTION: there was some discussion as to format; minutes were approved as amended. (Mark Branoff/Ed Moran) to accept the minutes of the June 2018 meeting. PASSED

Treasurer's report:

MOTION: (Susan Gaudiello/Conrad Moses) to accept the Treasurer's report for June 2018 and July 2018. PASSED

NHLA Report:

- ✓ The NHLA Conference will be held Friday, Nov 2 at the Common Man in Plymouth. The theme will be Getting to Yes, with emphasis on customer service. There will be a panel discussion on What Diversity Looks Like in NH with emphasis on how to reach out to all our communities,
- ✓ They have discussed how since the 2020 census will be completely online, the role of libraries will be critical.
- ✓ There was discussion about the possibility of NHLTA and NHLA sharing a table at the NHMA Conference November 14-15

Committee Reports

• **Governance:**

- ✓ Susan reported that a Tilton trustee is interested in joining the board; she will come to the September meeting. There are some others interested.
- ✓ Regarding retention policy, Connie and Bert will bring a draft policy to the board in September.
- ✓ The committee's goal is to complete the procedure manual by the end of December.

• **Education:**

The speakers from Advocacy Boot Camp will speak at the 2019 Spring Conference – the keynote and the first set of workshops. This will require some reformatting. The conference is scheduled for May 29, 2019.

- **Regional Meetings:** Scheduled meetings are – Conway, Aug 11; Rye, October 11; Stoddard, Sept 23. A meeting in Gilford is still to be scheduled. Liz Tentarelli and Susan Gaudiello will host an Orientation/Regional Meeting on September 13 in Lancaster.

- **Communications:** Mark mentioned that when we enter password/user name info the website heading should read https – the security of the website should be looked into. Once it's checked, the pw/user info should be changed.
 - ✓ Re going from paper to electronic – it's up to us what we want to do. Perhaps discuss at the September meeting? Bert and Connie will put together a summary.

Old Business

- Board Action Plan for 2018 – A group met before the board meeting to discuss surveys – it was agreed there should be short surveys on – the website, communications (newsletter, List Serv, social media), FOL groups
- Who's in Charge of Building Projects, Trustees or Selectmen? Ed heard back from Margaret Byrne – there is no definite answer regarding who's in charge. The Select Board controls the warrants; voters approve the bonds; trustees control the management of library proceeds and have custody and management of library property. The library is town property; the trustees have governing authority over the library. Best if everyone works together.

New Business

- Regarding donations – Mark will generate tax receipts; Mary will write personal thank you letters.
- Advertising in Newsletter – discussion postponed until September meeting
- Board Retreat December 5 – should we have one? If so, it should be catered. Board proposed a planning update instead of a retreat. Executive Committee will discuss at their next meeting.

Motion to Adjourn: (Susan Gaudiello/Jan Clark) PASSED

Next Meeting: September 5

Hospitality: Conrad Moses, Ed Moran

MOTIONS:

- Approve the minutes of the June meeting
- Accept the Treasurer's report

ACTION ITEMS:

- Ed Moran will attend NHLA meetings as the NHLTA liaison
- Connie Kirwin and Bert Saul will bring forward a retention policy to the board at the September meeting
- Thank you notes will be sent for Edelman memorial donations.
- Executive Committee will discuss retreat at their August meeting.

Respectfully submitted,
Katrinka Pellecchia