

NEW HAMPSHIRE LIBRARY TRUSTEE ASSOCIATION

Board of Directors Meeting Minutes

10:30 AM

October 3, 2018

NHMA, 25 Triangle Park Drive, Concord, NH

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

Mary called the meeting to order at 10:45 A.M. Donna Schimming was on the agenda for this board meeting; she will be at the November meeting instead.

Secretary's Report: MOTION: to accept the minutes of the September meeting as amended. (Bert/Connie). PASSED

Treasurer's report: MOTION: (Ed/Mary) to accept the Treasurer's report for September 2018. PASSED There was discussion re the storage unit—is this a necessary expense? The consensus seemed to be yes, as items are stored there which are used at the annual conference. There are also some financial records there—perhaps the Retention Policy that is being developed could address the paper records.

NHLA Report:

Sylvie discussed the upcoming conference at the Common Man in Plymouth on November 2. Jody Gray, Director of the ALA Office of Diversity, Literacy and Outreach Services, will speak on the subject of diversity in NH—what does diversity mean? How does it affect collection development, programming, hiring, etc. Connie will put a link to the Conference on the NHLTA website.

Committee Reports:

- **Governance:** (sent previously by Susan via email)
 1. We discussed the prospects who attended the meetings on September 5, Nancy Court and Donna Shimming. Both have agreed to serve on the Education Committee. Nancy declined to consider a board appointment as she has a conflict on Wednesday mornings. Donna will attend the November board meeting to learn more about NHLTA. Susan will ask Donna to assist with the sponsorship program for the conference. Michelle Elbert of Farmington has indicated an interest, and is planning to attend our January board meeting. The committee will continue to identify candidates at Regional Meetings.
 2. Procedure Manual: Additional edits were made, and the manual is almost updated. Work on the appendix (sample forms and guidelines) will be undertaken next. The committee will ask Loring and Ann if they would like to undertake the layout as they did with the Policy Manual.
 3. Next Meeting: November 15, 11-1:30.

- **Education:**

Planning for the 2019 Spring Conference seems to be in reasonably good shape. Since the timing of a full sit-down meal would be difficult, the committee is looking at up-scale sandwiches and more emphasis on dessert. The conference will end at 3:30 pm. Currently, the hotel is undergoing remodeling.

Upcoming meetings: the Nov. 13th workshop; the “Bring a Friend” meeting in Gilford on Nov. 7; the meeting in Rye on Oct. 11. The meetings in Stoddard and Lancaster were well-attended.

- **Communications:** The group is still working on the website; a mock-up of suggested changes has been sent to Dale.

Old Business

- Connie will put a link to the newsletter survey on the NHLTA website.
- Most of the Annual Awards presentations have been scheduled: Dover, Nov. 9 (Mary & Katrinka); Atkinson, Oct 12 (Ed & Mark); Northwood, Oct 27 (Mary); Henniker, Nov. 1; Stratham, TBD (Katrinka); East Andover, Nov. 15.

New Business

- Liz Tentarelli has agreed to facilitate the retreat at the December meeting.
- There had been a question about whether or not library trustees have to actually “sign” the library policies. As best we know—No. but they should be approved and there should be a record of that approval.
- There was discussion about the January meeting; Mary will book a room for January 9—this date will be confirmed at the November meeting.

Motion to Adjourn: (Mark/Bert) PASSED

Next Meeting: November 7

Hospitality: Bert, Jan

Respectfully submitted,
Katrinka Pellecchia