

New Hampshire Library Trustees Association

Board of Directors Meeting via Zoom

Thursday August 3, 2022, 10 am.

Attending: Deb Caplan, Rosemary D'Arcy, Conrad Moses, Katrinka Pellecchia, Mark Branoff, Renee Mallett, Anne Chant, Kathryn Parenti, Marcia McLaughlin, Connie Kirwin, Tammy Hooker, Michael York, Denise Van Zanten.

Marcia called the meeting to order at 10:00 am.

NEW BUSINESS:

Minutes: Two corrections - attendance: 1st line should be D'Arcy, last line should be Hooker. Tammy moved to accept the minutes as corrected; Katrinka seconded. All in favor - PASSED

Treasurer's Report: Monthly reports for June & July 2022 were reviewed. Conrad moved to accept the reports; Deb seconded. All in favor - PASSED.

Mark reported the Scholarship Committee met in July and approved two (2) MLS course scholarship applications for the fall semester of 2022. He also reported the independent CPA should begin sometime later in August to do the annual financial review for the last fiscal year. The accountant will also prepare the NHLTA's IRS and required NH returns.

There was a vote to approve William J. Shea, CPA, PLLC of Nashua, NH to review the last fiscal year accounting with Mark making the motion and Connie seconding. All in favor - PASSED.

Budget Line-item review: the 2022-2023 budget was discussed; no changes will be made to the approved budget but expenses will be noted and incorporated into the 2023-2024 budget. Comments were made that the budget preparation process needs to begin earlier and with more input in the future.

Honorariums and library trivia payments: The two (2) honorariums were paid but the library trivia contest winners were not. Mark was instructed to write a brief note and mail the payments now. A donation to United for Libraries, requested by the conference keynote speaker David Price had not been paid. Mark was instructed to make that payment now as well.

Update Expense Voucher: There was a discussion regarding making the form available electronically. This was tabled for further discussion.

State Library: Michael noted it is the end of the fiscal year, the legislature was on summer recess and the state agencies are working on their bi-annual budgets. There are two (2) new hires at the state library to replace retiring staff. The state library has been working for years with congressional delegates to make library visits in the summer. It is a good delegation in terms of library support. He suggested libraries invite their representatives to events and talk with them about the work we all do for our libraries.

NHLA: Denise Van Zanten, liaison with the NHLA stated they are in the process of updating their bylaws with regard to the replacement of officers. NELA is having a fall conference in Manchester, October 23-25. The Intellectual Freedom Committee is looking at the NHLTA manual with regard to challenges. There are forms available as a resource should this arise. Mark stated the conference was an excellent place to find new speakers and sponsors.

Education: Amended meeting minutes were sent as part of the meeting materials. Deb submitted an RFP to collect conference speakers information to the committee. It's still being reviewed but if they are going to use it, when should they send it out for the 2023 conference? Do they ask Ashley to send the RFP to trustees, directors, past speakers, anyone who might know a speaker? She also noted it was recommended to change the format of the conference day to ten (10) concurrent sessions, a lunch break then a social hour then round tables for networking. An ice cream social was discussed. Katrinka noted everyone likes the desserts at Grappone and there is an upcharge for ice cream. Deb agreed it could be a dessert bar and people would meet and network before the roundtable to avoid information overload and burn out in the afternoon. Deb discussed the proposed theme of the 2023 conference: 1st amendment. She is already in touch with Lori Fisher and someone at ALA to be the keynote speaker. There was some discussion on whether or not the board needs to approve this? The board agreed to accept the recommendation of the Education Committee with the set up, format and theme of the 2023 conference. All were in favor with none opposed. Marcia will contact Ashley about making the \$1000 deposit to reserve the Grappone Center.

Finance Webinar: There are 51 people signed up and the maximum number of attendees is 60 so the cut off will happen tomorrow August 4. Maricia said they were still waiting on documents from the presenter. There was a discussion on whether or not a financial webinar (recorded) would be beneficial. Connie noted the one Terry Knowles did 5 years ago gets about 90 views a year; the introduction for new trustees gets about 266 views a year. If this does happen, someone will need to organize it and it will be discussed at the August Education Committee meeting.

Annual Awards: The meeting to discuss this year's applicants will be via Zoom on August 10 at 10am. There was some discussion on whether or not Ashley needed to be involved in the process of receiving applications then sending them to the board. It seems that service is part of her contract with the NHLTA.

Communications. Katrinka reminded the board that the Friday before Labor Day or the Tuesday after (September 2 or 6) is the copy deadline for the fall newsletter. There will be an article on the Candia flood, Lori Fisher is submitting something, award winners will be announced, save the date notice for the 2023 conference and a call for new members will be in the issue. It was noted that the board will notify NHMA to send out second invoices for membership dues and the NHLTA will cover postage, copies, etc.

OLD BUSINESS:

Facebook: Renee stated the NHLTA now has a Facebook page. There hasn't been a lot of engagement but that's not unusual for a new page. She's been reposting things from other groups but there's not a lot of comments back and forth. Marcia asked everyone who was on Facebook to take a look and provide feedback at the September meeting.

Other Business:

Conference volunteer followup: Connie stated she reached out to a few people who expressed interest in volunteering, as did Anne. Anne said she would reach out again to those interested.

Kathy stated she was meeting with a potential volunteer next week and asked what was required. Connie said she would send along some good information.

Board Retreat: This will be discussed at the September meeting.

Regional Meetings: Should there be regional meetings in October/November? Marcia stated this will be discussed at the Education Committee meeting in August.

The meeting adjourned at 11:56 am (Anne/Renee). Passed.

Next meeting:

September 7 meeting is in person, 25 Triangle Park, Concord, NH

Respectfully submitted, Kathryn Parenti