

New Hampshire Library Trustees Association- FINAL

Board of Directors Meeting - via ZOOM

Wednesday, June 7, 2023, 10 am.

Attending: Marcia McLaughlin, Katrinka Pellecchia, Anne Chant, Deb Caplan, Mark Branoff, Kathryn Parenti, Connie Kirwin, Conrad Moses, Rosemary D'Arcy, Deb Hoadley - NHLA VP, Tammy Hooker.

Absent: Renee Mallet, Michael York - State Librarian

Marcia called the meeting to order at 10:02 am.

Minutes: Deb C. moved to accept the minutes as presented; Mark seconded. All in favor, none opposed - PASSED. Minutes from the annual meeting will be approved at the 2024 annual meeting.

Treasurer's Report: Monthly report for May was reviewed. Some Conference revenue is still expected in June. Approximately \$2000 in Annual Conference expenses, which includes a \$1000 donation, will be paid in June. The Retreat speaker's invoice for an honorarium, travel and copying expense has not been received. In May, the Scholarship Committee approved one \$1000 MLIS course scholarship for the Summer 2023 session. Eight \$50 Annual Conference scholarship amounts were transferred from the Scholarship Account to the checking account. Also, the Scholarship Committee reviewed the attendance report of three Annual Conference scholarship recipients. Reports have been requested from scholarship recipients. Mark noted he had not received a check from TD Bank yet to cover their table at the conference. Katrinka will follow up.

Katrinka made the motion to accept the treasurer's report as presented. Connie seconded. All were in favor, none opposed - PASSED.

There was a discussion on liability insurance for directors. NHLTA has 3 policies - 1. Directors and Officers liability, 2. General liability - both are written by US Liability Insurance Company out of Wayne, PA with a A++ rating. The local agent is George M. Stevens and Sons in Littleton, NH. Policy 3 is Officers Dishonesty Policy, written by National Grange Mutual Company, Keene, NH. All policies are paid for the fiscal year (#1 is due in December for 2024, #2 is due in April 2024, #3 is due in February 2024).

Per Tammy - Policy #1 covers \$1 million per incident maximum - it covers the members of the board against lawsuits, incorrect statements made by directors, etc. Policy #2 covers many things and is required by event venues (i.e.: someone trips and falls at a conference and sues for medical bills, etc.; it covers negligence. #3 covers theft of funds or items by any board member to cover the amount insured. It was decided a second set of eyes to look at the policies would be a good thing and something to include in succession planning.

State Library: No report.

NHLA: Conrad said there was a short meeting in April and the conference was in May. Deb H. stated around 250 people attended the conference at Church Landing in Meredith. The 2025 conference will be here again in 2025. The date will be moved to earlier in the year due to competing conferences in surrounding states in May. They are looking to combine their constitution and bylaws into one document. The nominating committee is working on next year's officers. The fall conference will be at the Common Man in Plymouth on November 9. Deb H. stated she would attend the June Education Committee to talk about sponsors for their conference. Marcia will follow up with an email.

COMMITTEE REPORTS:

Education Committee: Deb C. stated there wasn't much happening at the moment. Marcia said she would email Ashley to get the correct date of the 2024 conference and confirm the capacity of the ballroom.

Communications: Connie noted Conrad had sent out an email blast regarding the trustee orientation. He will also send out a reminder about annual awards.

Newsletter: Katrinka said the newsletter was in the hands of the designer and hopefully would be mailed by the beginning of July. The next due date is Friday, September 1.

Governance: Anne said the next meeting was June 20, after the education committee meeting. She is speaking with 3 potential candidates for the board and education committee. Marcia noted the 2 people from the annual conference who were interested in volunteering have declined but to keep them in mind for future opportunities. Connie noted annual reports were due from the committee chairs by the end of the fiscal year (June 30) - reports due June 15th.

OLD BUSINESS:

Regional Meetings: Webster Library, June 10 - 1:30-3:30 - Coordinated by Connie. There are currently 13 people signed up. All of the needed resources are printed out. Marcia stated they would bring the registration list to the meeting - it would be great to follow up with emails.

Peterborough Library - September 21, 10-11:30 - coordinated by Deb C. - it will begin with a tour but not fully planned at this time.

Marcia noted someone from Rochester contacted her to hold a meeting in the area - she will follow up.

Facebook Update: No updates.

NEW BUSINESS:

Election of Officers: Proposed officers for 2023-2024: President – Marcia McLaughlin, Vice President – Anne Chant, Secretary – Kathy Parenti, Treasurer – Mark Branoff, Past President – Conrad Moses. Marcia made the motion to accept the list of officers as presented; Connie seconded. All were in favor; none opposed. PASSED.

OTHER BUSINESS: Vote on the 2024 conference date of June 5. Marcia made the motion to accept the date; Katrinka seconded. All were in favor; none opposed. PASSED. The change of date is due to venue availability and timing of the election of new trustees (they might not be sworn in by May). Deb C. noted they were also trying to not be so close to the NHLA conference and possibly have more attendees. There was a discussion about combining the 2 conferences but they each are directed at different audiences - the trustees are the governing body and the directors are the managing and operations body. Deb H. noted the conferences are revenue streams as well for each organization. Some discussion occurred about moving the NHLTA conference to Meredith but Concord is more centrally located. Mark noted a \$1000 deposit was required to hold the Grappone Center; Marcia would pay with the credit card after July 1.

Request for Zoom availability for Orientation Workshop: Marcia received a request from 2 people to make the session available via Zoom. After some discussion, it was agreed to try it with the Meeting Owl and see how it works, but only for those 2 people. Rosemary would be present to assist Marcia and Michelle Elbert.

HB 321: Susan Gaudiello forwarded this to Marcia. It concerns unsealing non-public minutes after 10 years. Deb H. said she would follow up on this. The board discussed and agreed this would be something they would not support - there would be an undue burden on the director and trustees to keep track of this and it's just not appropriate as information discussed would be of no value to anyone and also be detrimental to those discussed.

Strategic Plan/Succession Planning: Since the discussion wasn't complete at the retreat, it will be discussed at the next meeting in August. See the change in time below.

Rosemary noted a conference presenter was asking for a list of attendees to her presentation to invite them to a working group she is hosting. The board decided that was acceptable.

Thank you: Marcia thanked Katrinka for all her work on the board over the years. She noted she will still be doing the newsletter for one more year but someone will need to set up and take over.

The meeting adjourned at 11:16 am. Connie made the motion; Marcia seconded. All in favor, none opposed - PASSED

Next meeting:

NOTE THE CHANGE IN TIME: The August 2, 2023 meeting is via Zoom at 9:30 am to 12:30 pm. The July 5th meeting is canceled.

Respectfully submitted, Kathryn Parenti