

Attending: Marcia McLaughlin, Conrad Moses, Connie Kirwin, Mark Branoff, Anne Chant, Deb Caplan, Rosemary D'Arcy, Mindy Atwood – NHLA President and NH Assistant State Librarian.

Absent: Kathy Parenti, Cathy Harvey, Tammy Hooker, Renee Mallett, Deb Hoadley

- A. Marcia called the meeting to order at 10:10. Introductions were made.
- B. State Library Report: Mindy Atwood
 - 1. Mindy became New Hampshire's Assistant State Librarian in May of 2023. She mentioned that although the van drivers are fully staffed, there have been shortages this summer due to vacations.
 - 2. The State Library is working on a catalog of large print books. About 300 have just been purchased by the State Library.
 - 3. The final report on ARPA funds is complete.
 - 4. The State Library has a new website, and they welcome feedback.
- C. NHLA Report: Mindy Atwood
 - 1. NHLA was approached by David Paige of Conway, who asked that the board think of pro-library legislation. The board felt that they were not ready. They are in the process of absorbing NHISMA as a section of NHLA. David's bill would have taken away local control from town boards. We need a more robust advocacy network. David is proposing a study committee bill. Mindy will ask David if she can share what David is proposing more specifically.
 - 2. Library boards need to get their "reconsideration" policies in place.
- D. Acceptance of Minutes of August 2, 2023: The minutes were amended to show that Katrinka was not at the August meeting. Connie made a motion to accept the amended minutes. Deb seconded the motion. The motion passed.
- E. Treasurer's Report: Mark
 - 1. Two scholarships of \$1000 each were given out for the fall semester. The recipients are Caitlin Frost – Library Director from New Durham Public Library, and Beatrice Couser- Administrative Assistant from Lebanon Public Library.
 - 2. December 1, not November 1 as previously listed, is the deadline for spring scholarships.
 - 3. Mark is looking for a new public accountant to perform NHLTA's annual review. The accountant will continue to prepare NHLTA's IRS and NH tax returns.
 - 4. ALA dues have not yet been paid.
 - 5. Deb made a motion to accept the treasurer's report. Anne seconded the motion. The motion passed.
- F. Committee Reports
 - 1. Education
 - a. Rosemary said that she and Deb have secured Nick Tanzi as keynote speaker for the annual conference. He is asking for a \$2000 honorarium. Nick should complete a W9 tax form and send it to Mark.

- b. The committee is preparing to send out request for proposals in October.
 - c. **Title of conference: Trustee Essentials: Today's Issues and Tomorrow's Challenges.**
 - d. Regional meeting in Peterborough – September 21, 2023, 10:00 – 11:30. Deb is the coordinator.
 - e. Trustee orientation – October 23.
- 2. Communications
 - a. 28 people have signed up for the regional meeting in Peterborough as of September 6. Mindy, Conrad, Connie and Deb will attend.
 - b. An email blast will go out to members about October trustee orientation.
- 3. Governance – nothing to report.
- 4. Executive Committee
 - a. Marcia read the winners of the NHLTA annual awards:
 - i. Library of the Year: Fuller Public Library in Hillsborough
 - ii. Lilliam Edelmann Trustee of the Year: tie
 - Eula Kozma from Tracy Memorial Library in New London
 - Liz McConnell from Mary E. Bartlett Memorial Library in Brentwood
 - iii. Library Director of the Year: Susan Sinnott from Madbury Public Library
 - iv. Special Library Service Contribution: Jeanne Palleiko from Newbury Public Library
 - v. Sue Palmatier Award for Outstanding Support by a “Friends of the Library” Group: Goffstown Friends Group
 - vi. Dorothy M. Little Award: Connie Kirwin

Rosmary made a motion to accept the recommended award winners. Mark seconded the motion. The motion passed.

G. Old Business

- 1. Facebook Update: Board members have seen several posts on Facebook for NHLTA.

H. New Business

- 1. Acceptance of Wild Apricot System
 - a. Conrad is looking at a trial membership and feels that this system will work for us. This would replace Constant Contact and Wufoo.
 - b. Currently, Constant Contact and Wufoo cost \$806 total.
 - c. Wild Apricot would cost \$2880 annually. We would receive 10% off if we pay for 12 months at a time.
 - d. Rosemary made a motion to go with Wild Apricot for the 12 month subscription. Deb seconded it. The motion passed. NHMA is switching to Wild Apricot.
- 2. Allowing the use of credit cards for payment
 - a. Judith was able to attend our meeting briefly. She explained that there would be a credit card fee charged by the processor of 2.9% with a \$.30 charge per transaction. Marcia suggested adding this fee to the charge for using a credit card.
 - b. Judith will set this up with our Wild Apricot Account.
- 3. Succession Planning
 - a. Individual responsibilities:
 - i. Katrinka – She has one more year doing the newsletter. Carol Boynton will take over. We will need to replace Katrinka as a board member.

- ii. Marcia- This is her third full year. She serves as president of NHLTA, chair of the Executive Committee, and chair of Legislative Committee. She is also on Governance and Education.
 - iii. Rosemary – Rosemary is chair of the Education Committee and co-chair of the annual conference.
 - iv. Anne – She has served two terms and will finish her board and committee involvement at the end of this current term. She is the chair of Governance, on the Executive and Education Committees. She is responsible for the minutes of the Education Committee meetings.
 - v. Mark – Mark is the treasurer of NHLTA. He is a member of the Scholarship, Finance, Executive and Education Committees.
 - vi. Conrad – Conrad is a member of the Governance Committee, Communications, Education and Executive. He is our technology expert.
 - vii. Connie – Connie is our historian. Her successor needs to be someone who enjoys the nitty gritty of things. She is on Governance, Communications and Education.
 - viii. Deb – Deb co-chairs the annual conference with Rosemary.
 - b. We need someone to focus on programing. We also need a committee to deal with logistics and refreshments of regional meetings and workshops.
 - c. Tammy, Renee and Janet will take over as co-chairs of the conference next year. Michelle would like to work on regional meetings and trustee orientation.
 - d. A discussion followed on implementing a position of Assistant Treasurer, with Tammy Hooker in mind. She would need access to Quickbooks. The Governance Committee should meet to develop a job description of Assistant Treasurer and add this position to the bylaws.
4. Trustee Resources
- a. Connie felt that we need to create resources for trustees. This currently falls to the Education Committee. Examples include Advocacy, and a contract between the trustee board and the director of a library. We currently have a sample of what should be in the contract, but this would need to be checked by an attorney.

After a working lunch, the meeting adjourned at 1:25.

Next Meeting: October 4, 2023, 10:00 – 12:00, via Zoom.

Respectfully submitted,

Anne Chant