

New Hampshire Library Trustees Association- FINAL

Board of Directors Meeting - via ZOOM

Wednesday, April 3, 2024, 10 am.

Attending: Marcia McLaughlin, Anne Chant, Deb Caplan, Mark Branoff, Kathryn Parenti, Connie Kirwin, Conrad Moses, Jeanne Palleiko, Renee Mallett, Cathy Harvey, Rosemary D'Arcy, Rachel Baker - NHLA VP, Michael York - State Librarian

Absent: Tammy Hooker, Mindy Atwood - Assistant State Librarian

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

Minutes: Jeanne corrected the spelling of her last name from Paelleko to Palleiko. Mark noted the approximate amount received from the NH Charitable Fund was approximately 3.5%. Deb made the motion to accept the minutes as presented. Anne seconded. All were in favor, none opposed. PASSED.

Treasurer's Report: Mark stated he had received the \$1000 premier sponsor check and an additional \$100 for an exhibit table; he was expecting an additional \$100. Marcia called out Janet Hromjak of the Education Committee for her hard work in obtaining sponsorships for the annual conference. Mark noted he will begin the annual audit/financial review with the new auditor in May; Jeanne will also be present. There are 6 scholarship applications: 2 for the annual conference, 2 for the summer session and 2 for the fall session.

Connie made the motion to accept the March 2024 treasurer's report. Deb seconded. All were in favor, none opposed. PASSED.

State Library: Michael York noted they are in the midst of budget preparation. The Senate Budget Committee approved the funding of the proposed off site materials storage facility but the Senate Finance Committee did not. The prime sponsor of this changed their mind and voted against the facility. The state library now will go forward with looking for biennial budget funding for the project. He is working on the Capital Improvements Project justification form which details the square footage and the useful life of the project. They have to estimate the operating expenses and the energy use as well and are working on a more detailed plan that can be given to contractors. They've needed more space since before 1977. The state library needs a long term solution to protect the valuable materials such as documents regarding the founding of the US and NH. They also need to make better use of the existing building as a more public facing facility. The state library relies on the NHLTA and library trustees to help them. In addition, they also received a slight bump in federal appropriations due to a slight increase in population.

NHLA: Rachel said Deb Hoadley (NHLA president) was attending the PLA (Public Library Association) conference in Cleveland. NHLA completed the concise one page, two sided Strategic Plan which took a great deal of work. Denise VanZanten is working on Senate Bill 523 and House Bill 1311 which go up for vote tomorrow. These bills restrict school library programs, among other things and puts undue burdens on the school library staff. The legislation conflicts with a local board's abilities and places the authority in the hands of one person to ban a book.

COMMITTEE REPORTS:

Education Committee: Rosemary stated she was still looking for people to introduce sessions at the conference. She sent out the current list of open and filled sessions. The following are open: RSA's and hot topics, Managing your library's trust funds, Getting legal ducks in a row, Preparing for challenging conversations, Legislative tracking,

Technology for today's libraries and Meeting minutes madness. She noted Pat Pustell of the Education Committee would be updating all the introductions and noted sponsors of the sessions will be mentioned. Mark noted he would do the Meeting minutes session. She also noted there will be a budgeting workshop on July 16 and wondered when copy would be due; she would also need 2 volunteers to present. Connie will work up a schedule. Rosemary also agreed to postpone the May orientation session as it would be too close to the conference; it might be rescheduled for the fall. Deb noted the conference subcommittee meetings will reconvene soon. Marcia asked if they had met with Ashley Methot regarding the conference meal. Rosemary said they would meet closer to the conference. Deb noted they are very comfortable with the 3 people taking over conference planning - it is more organized in the past and there are planning templates in place. Renee noted Deb and Rosemary have made it very easy for those coming after them; it will make the conferences consistent. Rosemary noted Connie, Katrinka and Conrad have been very helpful with the conferences as well. It was noted several people had trouble with registrations - they couldn't choose "board member" as an option. Connie said if the person is registered in NHLTA as a trustee, they can't sign up as a board member.

Communications: Connie noted the due date for newsletter items was June 7. The website transition was completed last week and a new board email and sign in link was sent. She noted there was a discrepancy between her account of registered members and Mark's numbers. Connie hoped it would fix itself with the new system. Mark said he had an article in progress for the fall newsletter about Robert Frost and his connection with NHLTA.

Governance: Anne said there was nothing new to report but they are still looking for new board and committee members.

OLD BUSINESS: NHLTA/NHMA Wild Apricot Meeting Mark asked if this would be renewed annually at the same cost. Marcia said it was unknown and to use the existing numbers in the budget. Jeanne thought it might be a good idea to add 5%. Marcia noted the budget would be discussed at the May meeting. Mark had asked everyone to get back to him by April 9 for the May discussion. Connie noted May 20th was the deadline for program insertions. Marcia said the Wild Apricot transition was happening but wasn't as seamless as they had hoped. Going forward, this affects Connie's communication with the membership. NHMA will take over more responsibilities for sending things out as they get rid of Constant Contact and Wufoo. Conrad said they will send out more emails but need backup if either Judith or Ashley are unable to do it. There is a need for someone to be able to learn the system to keep continuity. Marcia said they didn't have to be a member of the board; this would be a third party after NHMA and Conrad. Connie noted NHLTA is paying NHMA for the service as administrative support so they shouldn't expect NHLTA to provide backup. Marcia replied she would address this with Ashley and Judith.

Facebook Update: Renee stated there haven't been any issues. She does a lot of reposting from the Southern Adirondack Library who posts interesting and engaging stuff daily.

NEW BUSINESS: Seeking new members, technical skills a top priority Marcia noted the board is still looking for new executive board and education committee members; Deb and Anne are leaving the board and Katrinka is stepping down from the newsletter. Marcia noted they need to enlist someone to step up to chair and to be vice chair in the future. Renee works with a non-profit arts center in Lowell and they add a banner at the bottom of their webpage saying they are always looking for help. Kathy thought Marcia could bring it up at the conference during her remarks and tell them to talk to board members. Renee thought she could get buttons and badge ribbons for people to wear.

Back up for Connie on content for Wild Apricot: Marcia stated Connie needs help and this would be part of the succession plan. Connie said she had created a generic message with Katrinka that goes out on email as an evaluation form. Any changes in orientation or budgeting will have to be customized. She created a list of items to be sent to NHMA and what still needs to be done.

OTHER BUSINESS:

Meeting Adjourned: Marcia made the motion to adjourn; Renee seconded. All in favor. PASSED - 11:07 am.

Next meeting: The May 1 and the June 12, 2024 meetings are [via Zoom](#).

Respectfully submitted, Kathryn Parenti