

New Hampshire Library Trustees Association- FINAL

Board of Directors Meeting - via ZOOM

Wednesday, May 1, 2024, 10 am.

Attending: Marcia McLaughlin, Anne Chant, Deb Caplan, Mark Branoff, Connie Kirwin, Conrad Moses, Jeanne Palleiko, Renee Mallett, Cathy Harvey, Rosemary D'Arcy, Tammy Hooker

Absent: Kathryn Parenti, Michael York - State Librarian, Mindy Atwood - Assistant State Librarian, Rachel Baker - NHLA VP

Marcia called the meeting to order at 10:04 am.

Minutes: Marcia noted the following corrections: Mindy Atwood is Assistant State Librarian, remove the letter "t" after Mark in the treasurer's reporter and remove an extra character in PLA in the NHLA report. Rosemary noted Purcell should be Pustell in the education report. There were xx to be removed in the NHLA report and the sentence was corrected. There was a bill number that was missed but no information was available to correct it. Conrad made the motion to accept the minutes as presented. Anne seconded. All were in favor, none opposed. PASSED.

Treasurer's Report: Mark stated NHLTA received a donation from Sally Jones, a former trustee and secretary of NHLTA. Jeanne asked if anyone sent thank you notes for donations. Mark said he sent receipts to donors. Connie said she had sent her a note but stated in a later email that the executive committee policy states that someone from the Committee shall send a note; Marcia appointed Mark to do so. Marcia said she would set up a format for future thank you notes. Tammy wondered where the money should go. If the gift is specified for something, that is what it is used for; if not, it goes into the general fund. Marcia made the motion to accept the donation into the general fund; Tammy seconded. All were in favor. PASSED

Jeanne asked about the checking account being noted as less credit card balance - the balance was different from the actual balance. Mark stated it was the balance of the account, once the outgoing checks had been passed. Jeanne made the motion to accept the April treasurer's report; Tammy seconded. All were in favor. PASSED

Budget 2024/2025: Mark thanked Connie and Conrad for their input. It's a pretty busy budget but the one submitted for approval at the annual conference is only the totals. Mark had included the budget for the trustee manual printings that are done every five years; it's part of the budget. Mark said he would remove it for this year and include the donation. Connie noted the manuals will be printed in 2026 so it should be included in that budget. Item 2020, \$30 for telephone was to cover Mark's long distance calls. There were some questions about donations and that there used to be lots of donations by boards and directors when money was tight; this is no longer the case. Jeanne asked if item 2090 board retreat actually occurred. Marcia replied it did last year and she was planning on scheduling another toward the end of the year. There was another discussion about the pending audit. Mark noted the \$1200 listed was for the coming year. Marcia noted the books had not been closed for the '22/'23 year. Mark noted last year had not been paid for and he wasn't sure when this year's audit would be billed. Marcia noted the registration fee for the annual conference would be going up to \$65 next year; the accounts were about \$10k less than last year at this time. Connie noted with Wild Apricot, Judith sends annual dues invoices on May 1, June 1 and August 1 as the due date is July. There was talk about changing the due date to later in the year or keeping it the same as the fiscal year (July 1 - June 30) Connie will check with Judith about that. There was discussion about item 2180 technology and what that covered. Constant Contact and Wufoo will not be renewed as NHLTA has committed to Wild Apricot. The cost of

GoDaddy, Network Solutions and the website are also included along with Zoom. Rosemary asked if raising the annual dues was discussed. Connie said increasing it from \$30 to \$35 was discussed at the annual meeting and it won't go into effect until '25/'26. Jeanne made the motion to accept the treasurer's report as amended; Rosemary seconded. All were in favor. PASSED

There are 11 scholarship applications: 4 approved and one outstanding and waiting for committee approval and two new applications all for the annual conference, 2 for the summer session and 2 for the fall session. There were no Lillian Edelman memorial fund requests at this time. Connie reminded Mark to send the abbreviated budget to Katrinka for inclusion in the conference materials.

State Library: None.

NHLA: None.

COMMITTEE REPORTS:

Education Committee: Rosemary stated the conference was a month away and there were fewer registrations than last year but hopefully more will sign up.. They are on track with speakers and session introductions. Maria noted several people had issues with Wild Apricot (WA) sign ups so she directed them to Judith. Rosemary also said the July budget workshop was all set up and noted she didn't have any regional gatherings in her notes. Maria said Pat Pustell and Janet Hromjak were going to check on availability at their libraries and would report back. Deb said there was a big uptick in registrations the last 3 weeks before the conference, per Connie's statistics. There was a discussion on how to register as a board member without being a trustee. In WA, the trustee chair is the bundle coordinator and can add and remove email addresses. Tammy said to check with the chair to see if the email is there and go from there. A quick discussion about complimentary admission to the conference occurred - it was determined the state librarian and the assistant librarian would be invited, along with Tom Ladd of the Legislative Committee.

Communications: Connie noted the due date for newsletter items was June 7. There was a discussion about rescheduling the board meeting to the conference worksession day - which begins at 10am at 25 Triangle Park, Concord at the NHMA/Healthtrust building. Connie made the motion to move the June meeting to the 4th, in person, after the worksession - lunch and water will be provided for the worksession. Marcia seconded. All were in favor; none opposed. PASSED

Governance: Anne said the new slate of officers was done and they are still trying to find new board members..

OLD BUSINESS: Facebook Update: Renee stated she will post registration for the conference.

NEW BUSINESS: Seeking new members, technical and social media skills a top priority to work with Wild Apricot system Conrad thought the technical skills requirement could be removed and just keep the social media skills a top priority. He also thought Judith and Ashley were the ones to input information into WA so the board members didn't need to do that. They did need to submit information to them and the dates they wanted the information posted. There was a discussion on comp memberships - should they be part of WA? Judith wanted to know how much information to give them. The comp list will be discussed at the August meeting.

Back up for Connie on content for Website: Renee said she would be happy to learn how to post things on the website and be trained by Connie. Tammy has admin permission for membership on the webpage.

Anything that comes up after sending agenda: Marcia noted annual reports from committee chairs are due by June 1 for the end of the fiscal year. She will need reports from herself for the Executive and Legislative Committees, Mark for the Finance, Anne for Governance, Rosemary for Education and Connie for Communication.

Meeting Adjourned: Anne made the motion to adjourn; Deb seconded. All in favor. PASSED - 11:31 am.

Next meeting: June 4, 2024, in person (25 Triangle Park, Concord), after the conference worksession.

Respectfully submitted, Kathryn Parenti