

## **New Hampshire Library Trustees Association- FINAL**

Board of Directors Meeting - in person

Wednesday, June 4, 2024, 12:30 pm.

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

Absent: Cathy Harvey, Michael York - State Librarian, Mindy Atwood - Assistant State Librarian, Rachel Baker - NHLA VP

Marcia called the meeting to order at 12:30 pm. She stated she needed someone to make the motion to approve and second the minutes, the annual budget and the list of directors presented at the annual conference on June 5, 2024. Rosemary would make the motion and Deb would second. She also noted committee annual reports were due as of June 1.

**Minutes:** Rosemary made the motion to accept the minutes as presented. Tammy seconded. All were in favor, none opposed. PASSED.

**Treasurer's Report:** Mark stated May was a busy accounting month. He noted one conference check for \$50 was returned by TD Bank; he would follow up with the library the check came from and would make sure they included the \$20 returned check fee. Renee noted last year a conference fee was paid twice - by the library and the trustee.

Mark noted Life Storage, where NHLTA has a storage unit, charged a fee for changing storage units. He was told a refund due to the reduction in size of the unit, would be remitted; they couldn't apply the paid balance to the new unit. Jeanne noted the cost was reduced from \$154 to \$63 a month at a savings of \$1000 per year. Marcia stated they cleaned out and consolidated all the items in the unit and canceled the insurance provided by the storage company as the NHLTA insurance covered anything in storage.

Mark stated the \$1000 summer scholarship was awarded to someone from the East Kingston library. Renee asked if they wanted to get permission from the person to announce it on Facebook or for use at the conference. Mark continued stating there were 9 \$50 scholarships for the annual conference and that the scholarship account balance was low: \$2130.50. The bank charges a service charge when any account goes below \$1500. The scholarship money comes from the NH Charitable Fund on February 1. Connie asked if anyone applied for the Lillian Edelmann scholarship from Coos County. Mark said someone from there was on the waiting list for the conference.

Deb asked about the low trustee renewal number (248 members from 38 libraries). Connie noted at this time last year the number was 556 from 103 libraries. The thought was the switch to Wild Apricot might be the problem. Kathy asked if the invoices were sent to the library directors. Tammy replied it was sent to the bundle coordinator. Marcia said this would be discussed further at the August meeting.

Deb made the motion to accept the May treasurer's report; Anne seconded. All were in favor. PASSED

**Status of 2023 annual audit/budget review:** Marcia noted the material had been delivered to the person doing the review and stated Jeanne would go with Mark when the meeting was scheduled. Tammy noted the name of the accountant needed to be in the minutes and the board had to officially appoint them. Mark replied that Jeffery M Ivas of Ivas and Associates was the certified public accountant for NHLTA and made the motion to appoint them. Jeanne seconded. All were in favor. PASSED

**State Library:** None.

**NHLA:** None.

**COMMITTEE REPORTS:**

**Education Committee:** Rosemary reported the conference was good to go and the keynote speaker, Nick Tanzi would be there. She noted they are receiving registrations for the budget workshop in July. There will be a conference wrap up meeting on June 12, 2024 at 2:00 pm and Marcia will send out the Zoom link. Rosemary thanked the board for their help in planning the conference.

**Communications:** Connie said she was nervous about the low rate of membership renewals. Rosemary said she would make a statement at the conference for all to renew if they have not.

**Governance:** Anne presented the new slate of officers: President - Marcia McLaughlin; Vice President - Cathy Harvey; Secretary - Kathy Parenti; Treasurer - Jeanne Palleiko; Assistant Treasurer - Tammy Hooker; Past President - Conrad Moses. Rosemary made the motion to accept the officer slate; Deb seconded. DISCUSSION: Mark felt he should have been invited to the meeting to present reasons for staying in the position. Conrad noted that isn't done in committees such as this. Marcia thanked him for his years of service and noted he would still remain on the board of directors. Renee thanked Mark as well and noted it benefits the board and any board to change up positions - it's what's best and healthiest for the board. Jeanne noted it allows the board to learn from the slate of officers.

Marcia, Tammy, Rosemary, Renee, Deb, Anne, Kathy, Jeanne, Connie and Conrad were in favor; Mark was opposed.  
PASSED

Marcia thanked Deb and Anne for all of their years of service as they were leaving the board of directors as of June 30, 2024.

**Anything that comes up after sending agenda:** None

**Meeting Adjourned:** Anne made the motion to adjourn; Deb seconded. All in favor. PASSED - 1:10 pm.

**Next meeting:** **NO MEETING IN JULY.** Next meeting August 7, 2024, 10:00 am **IN PERSON.**

Respectfully submitted, Kathryn Parenti