

NHLTS EDUCATION COMMITTEE MEETING

July 23, 2024

Present: Rosemary D'Arcy, Marcia McLaughlin, Dee Santoso, Conrad Moses, Connie Kirwin, Cathy Harvey, Janet Hromjak, Kathy Parenti, Tammy Hooker, Renee Mallett, Mark Branoff

Rosemary D'Arcy called the meeting to order at 10:02 AM

Approval of Minutes

Marcia McLaughlin corrected the spelling of Ashley's name. Marcia McLaughlin made the motion to accept the minutes as amended and Janet Romack seconded the motion,

Review of Annual Report.

Rosemary D'Arcy submitted the annual report. Kathy Parenti made the motion to accept the report. It was seconded by Janet Romack. Connie Kirwin will post the report to the NHLTA website.

Planning for the Annual Conference

Ashley sent out seven RFP's last week. Decisions concerning dates of the conference, fees for the conference and the actual place of the conference were put on hold until the RFP's are returned. The RFP's took into consideration that the majority of the trustees that attended were from the southern part of the state. The goal and time frame for such decisions is September, 2024.

Two ideas for theme were presented:

1. Accessibility in terms of both physical accessibility and collection accessibility
2. Small library concerns

Budget Workshop

There were 60 people signed up for the budget workshop held on July 16, 2024, but 43 attended not including the NHLTA volunteer workers

Discussion ensued concerning time management for the speakers. Some topics of interest had to be cut short due to the fact that one speaker went over his time allotment.

Discussion ensued concerning no shows. The number of no shows was consistent with other workshops. It was suggested that at future NHLTA Board Meetings the idea of fees for workshops be discussed. Members could be charged one price and non-members a higher fee. The second idea was that members are allowed to attend free and there be a nominal fee for non-members. Rosemary D'Arcy will ask Tammy Hooker

for a membership list and compare it to the list of attendees to determine if any non-members attend workshops.

There was only one comment in the surveys concerning the fact that there was no food provided. It was decided that in the future, water may be provided but not food and that will be well advertised in advance.

NHMA

The contract with NHMA comes up for review in November. Some duties concerning the conference may be added to the contract. NHMA will let us know if it is possible to provide such additional services and the cost. NHLTA can then determine if they can afford the cost.

Wild Apricot

Several questions arose concerning the payment of dues. Marcia McLaughlin will contact Judith (?) from NHMA concerning how NHLTA members will be billed if they are no longer a library trustee in their local library.

Conrad Moses asked if Wild Apricot sent out the surveys after the conference. The surveys were sent through Constant Comment, and the Constant Comment contract will be renewed until such time that Wild Apricot is able to accomplish that task.

Budget Concerns

Janet Hromjak asked how the revenue for sponsorship was raised from \$6300.00 to \$7500.00 and if she would be expected to raise \$7500.00 in sponsorships. The sponsorship revenue was included in the annual budget which was approved by the Board but Marcia McLaughlin pointed out that numbers are used in the budget to balance revenues and expenditures. The \$7500.00 is a target number only.

Future Workshops and Gatherings

Ossipee Public Library will host a Gathering on October 5 and Rosemary D'Arcy will reach out to Ann Chant to coordinate

Wadleigh Public Library will host a Gathering on October 22. Janet Hromjak and Connie Kirwin will facilitate.

Cathy Harvey will reach out to Michelle Elbert for a date in October to present an orientation workshop since it would be difficult for Marcia McLaughlin to travel from South Carolina for such a workshop. Marcia McLaughlin will send the power point that has been used in the past for the orientation workshop.

Respectfully submitted, Cathy Harvey