

New Hampshire Library Trustees Association- FINAL

Board of Directors Meeting - in person

Wednesday, August 7, 2024, 10:00 am.

Attending: Marcia McLaughlin, Anne Chant, Deb Caplan, Mark Branoff, Connie Kirwin, Conrad Moses, Jeanne Palleiko, Cathy Harvey, Rosemary D'Arcy, Tammy Hooker, Kathryn Parenti, Former NHLTA President Ed Moran

Absent: Renee Mallet, Michael York - State Librarian, Mindy Atwood - Assistant State Librarian, Rachel Baker - NHLA VP

Marcia called the meeting to order at 10:00 am.

Minutes: Mark made a correction in the treasurer's report: \$1250 should be \$2130.50. Tammy made the motion to accept the minutes as presented. Connie seconded. All were in favor, none opposed. PASSED.

Treasurer's Report: Mark stated there was an item under special project and that was the charge of \$94.88 for printing the volunteer forms; Speedy itemized all conference printing items. He also noted they had printed 15,000 pages of note pads which are used for publicity at the conference and at workshops. There was also a refund from Life Storage (\$608.00) for the larger storage unit that is no longer used. Conference expenses were \$28,360.90 in checks written and \$2324.20 not cashed. He also noted they had received thank you emails from scholarship recipients that he forwarded to Jeanne. Connie made the motion to accept the June report; Conrad seconded. All were in favor, none opposed. PASSED.

Jeanne presented the July treasurer's report that showed both the cash statement and the uncashed checks. There was a discussion regarding 2 bulk order mail accounts: 1 is for sending the bulk mail and the other is for postage due on the forwarded or returned mail. The new, smaller Life Storage unit is paid until September 2, 2025. She also noted the \$100 prize check for the crossword puzzle at the conference had not been cashed yet; the others have been cashed. Rosemary made the motion to accept the July treasurer's report; Tammy seconded. All were in favor, none opposed. PASSED.

Jeanne noted she did not yet have access to the Vanguard account and will report when she does. There was a question about the total paid memberships. The treasurer's reports only show the dues paid that month and not the total of renewals. Connie wondered if we were on track with renewals or was there a drop. Fiscal years are different in every town so some dues may be paid at different times. Jeanne noted all dues paid after February were for the year 2024-2025, per Judith. Tammy said she would run a report and show the total membership. Jeanne will also submit a report showing the membership was stable. Marcia said she would like to see it reported more accurately in the future. Cathy and Marcia both noted they have not received a renewal bill as they are no longer trustees. This will be something that will need to be updated by Judith to include them as board members.

Jeanne recommended credit cards be accepted going forward as credit cards are already integrated in Wild Apricot. Tammy noted there were a few requests to pay dues with credit cards. Jeanne noted there were 10 people who registered for the conference but did not pay: 5 attended the conference, 5 were no-shows. In the future, if they did not pay by check or credit card, they can't attend the conference. Jeanne also made the motion to accept credit cards; Cathy seconded. All were in favor, none opposed. PASSED.

Jeanne made the motion to absorb the nominal credit card fees (2.9% plus \$.30 per transaction); Tammy seconded. DISCUSSION: Jeanne will work with NHMA on this. Tammy asked if Wild Apricot is insured against fraudulent activity; she noted they can get insurance if it is not covered. All were in favor, none opposed. PASSED.

Jeanne suggested NHLTA be a Casino Charity partner as a 501.c.3. There was a discussion on which casino the group would fall under as it covers all of NH - the casino group decides. Jeanne noted there was no cost to join but the treasurer needed to have a background check, fingerprints and an application fee, all totaling less than \$200. Jeanne made the motion to apply for the Casino Charity partnership and not allow them to use NHLTA's email database and assigning responsibility to the treasurer; Cathy seconded. All were in favor, none opposed. PASSED.

Jeanne also noted NHLTA funds are not garnering any interest; she suggested moving funds to Stifel, a full-service banking firm with offices in New London and Portsmouth. Connie asked if funds were accessible in an emergency. Jeanne replied they were. There was a discussion regarding CD's versus money market accounts. In the end, it was decided to go with a money market account and whether or not to go with an FDIC insured account. Tammy noted the NHLTA Financial Reserves Management policy (A8.4) says the account must be insured. Marcia made the motion to move \$50,000 from the TD Bank checking account to a Stifel FDIC insured money market account; Connie seconded. All were in favor, none opposed. PASSED. *An addendum: To open the above account, a minimum of \$100,000 is required. Jeanne amended her motion to: I move that we invest \$50,000 in an FDIC-insured CD in order to maximize the interest on our funds. (Assuming the motion is approved by the Board, It is possible that the CDs described above may no longer be available. If that is the case, I would invest in the best available FDIC-insured CD.)* Marcia seconded. All were in favor via email vote; none opposed. PASSED.

State Library: None.

NHLA: None.

COMMITTEE REPORTS:

Education Committee: Rosemary noted Tammy and Janet Hromjak would be taking over the conference next year. Three events are scheduled for 2024: October 7 is an orientation workshop put on by Cathy and Michelle Ebert; October 5 is a gathering in Ossipee, facilitated by Rosemary and Anne Chant and October 22 is a gathering in Milford facilitated by Connie and Janet. A notice will be going out soon for the October 5 event.

Rosemary noted the budgeting and finance workshop was okay - she cautioned against having 2 presenters that have never worked together. As a result, the hope would be to have another Zoom presentation on CIP and MOU preparation. Rosemary did share feedback with both presenters. She thought an orientation presentation should occur in the spring, after elections. She also thought another mailing of "Trustee 101" should go out and make sure directors share that with their trustees. There was a brief discussion about charging for workshops due to no-shows, but most felt that they were part of the annual dues. Rosemary also said she would be resigning but will stay on until someone steps up to chair the education committee and get them up to speed.

There was a discussion on the use of libraries as a safe place for court ordered family supervision and requiring libraries to provide security and metal detectors. Cathy said as a CASA, she has observed visits in libraries: DCYF sends a supervisor. She noted the courts can't order libraries to be supervisors. Marcia wondered if a library could exclude court ordered visits; there just wasn't enough information. Tammy said it was a public space and you can't exclude people from coming into that space. Cathy felt there were 2 questions to be asked: 1. Can a family use the library as a meeting place with DCYF supervision? Yes. 2. Can the library provide that supervisor? Absolutely not. Marcia read the last sentence from an article by Natch Greyes on this subject: "Therefore, libraries have no obligations when it comes to ensuring that the parents can find a mutually agreeable place for child visitation."

Communications: Connie said the fall newsletter deadline was September 6. They need someone who is capable and interested in doing the newsletter. The job is about coming up with articles and ideas along with editing. Further discussion is needed. Marcia asked if RFP's had gone out for new conference venues. Tammy replied they had and she would report back in September.

Governance: Cathy stated she had 2 people who have expressed interest in volunteering and would get in contact with them.

NHMA contract – items we may want to add to coming year: To be discussed in September. Everyone should think about anything to add to the contract and send it to Marcia.

Mildred McKay Scholarship Fund: Changes were made to the fund - the word “Fund” in the 2nd paragraph should be “Foundation”. Under “Library Workshops and Scholarships”, change to read “NHMA, NHLA, NELA and ALA to NHLA members and library staff”. “Workshops for Consortiums, Co-op Groups”, add apply for funds” to present.... Under “Educational Assistance for Graduate Study”, change to: *\$1000 grants are available each semester *Application deadlines: May 1(Summer), July 1 (Fall), November 1 (Spring). *Applicant must be currently employed by a NH library, full or part-time, and enrolled in an ALA accredited school of Library or Information Science.

Anything that comes up after sending agenda: None

Meeting Adjourned: Rosemary made the motion to adjourn; Connie seconded. All in favor. PASSED - 1:15 pm.

Next meeting: Next meeting September 4, 2024, 10:00 am **via ZOOM**.

Respectfully submitted, Kathryn Parenti