

**New Hampshire Library Trustees Association- FINAL**

Board of Directors Meeting - via Zoom

Wednesday, September 4, 2024, 10:00 am.

Attending: Marcia McLaughlin, Mark Branoff, Connie Kirwin, Conrad Moses, Jeanne Palleiko, Cathy Harvey, Rosemary D'Arcy, Tammy Hooker, Kathryn Parenti, Renee Mallet, Janet Hromjak, Brodie Deshaies

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

Marcia called the meeting to order at 10:03 am.

**Introduction of potential new NHLTA board member Brodie Deshaies:** Marcia sent his skills and inventory list to the board prior to the meeting. He stated he works for NH Hunger Solutions as a Communications policy manager. He is a former state representative, chair of the school board of a 6 town school district, and is treasurer of the Wolfeboro Public Library. He is passionate about libraries and feels they are important spaces for families, children and older adults. He also developed a staff handbook at the library this past year and has developed standardized practices for the summer and year round library patrons. He also feels libraries should be vigilant in keeping up with all that happens in the legislature in Concord. The board then introduced themselves.

**Minutes:** Mark made a correction in the treasurer's report: conference checks written and not cashed should be \$2324.20 and former NHLTA President Ed Moran should be noted as being present. Tammy made the motion to accept the minutes as amended. Connie seconded. All were in favor, none opposed; Janet and Brodie abstained. PASSED.

**Treasurer's Report:** Jeanne reported the following: The Scholarship Committee (Tom Wallace, Tammy Hooker, and myself) awarded a \$1,000 scholarship to Nattanan Kotseas, who works at the Tucker Free Library in Henniker. She is beginning her masters studies at the University of Pittsburgh, and was enthusiastically endorsed by her Library Director, Lynn Piotrowicz. Nattanan has already emailed a thank you. • \$50,000 was transferred to Stifel, where it is invested in a three-month FDIC-guaranteed CD earning 4.85%. It will mature on November 19, 2024. Interest is paid at maturity, not monthly. She made the motion to move the TD Bank main account to one with a lower minimum balance requirement which would allow her to move more money to Stifel. Rosemary seconded. Mark asked if there were penalties; Jeanne said as a non-profit, there were none. Connie asked if there was a fee for checks; Jeanne thought it was \$35-\$45 and could be paid for with the interest. She wasn't sure if the account number would remain the same. All were in favor, none opposed. Janet and Brodie abstained. PASSED. Mark noted in the past Nesmith Library had purchased CD's at 4.6% interest. Jeanne stated she had purchased a 3 month CD at Stifel with a 4.8% rate. • Credit card payments for dues and events are now active in Wild Apricot. Five credit card transactions were processed almost immediately: one on August 28 and four on August 30 plus another one since the report was prepared. There is a slight delay before the money is deposited in our bank account, which is why only the \$30 August 28 dues payment is reflected in the August dues income. We will receive an invoice for the fees for the previous month's transactions on the 2nd of the month. • She has purchased QuickBooks Online and is in the process of setting it up. • She now has online access to the NHLTA credit card issued to Marcia McLaughlin by FNBO. This will enable faster credit card payments. • She has the application for NHLTA to become a Casino Charity Partner. They are accepting new charity partners, but these won't be scheduled until 2025, so I have focused on higher priorities. • Jeffrey Ivas, the CPA contacted by Mark Branoff, has not yet sent us a Letter of Engagement. However, in my telephone conversation with him, he agreed to do the review for both years at the \$1,200 per year fee proposed by Mark, if she does the 990 and

NH tax returns for 2023-2024. (Mark already filed the postcard 990 and the NH tax returns for 2022-2023.) • She is still working on getting online access to Vanguard. There are 858 active NHLTA members with 143 overdue. From past years, September 1-January 31, 146 memberships were paid so we are on track. The ability to accept credit card payments might make the process easier. 3 conference attendees had not paid and she is tracking them down. There were some email errors and she wondered if there was a process to make corrections. Connie replied Judith had made corrections in the past; Tammy said in Wild Apricot (WA), when libraries renew, they should check to make sure all information is correct. Jeanne suggested all library director emails should be director@library so if the director leaves, the email still goes through. Rosemary made the motion to accept the treasurer's report as presented. Connie seconded. All were in favor; none opposed with Janet and Brodie abstaining. PASSED.

**State Library:** None.

**NHLA:** None.

#### **COMMITTEE REPORTS:**

**Education Committee:** Rosemary noted Tammy and Janet have been working on a new annual conference location. There is a gathering in Ossipee on October 5 - Anne Chant, Rosemary and Pat Purcell will meet to discuss the format. New trustee orientation will be sometime in the spring and Cathy will schedule it in the near future as Chair of the Education Committee. Marcia noted in the NHLTA bylaws, we are required to have an annual meeting in the spring. Janet noted they had sent out RFP's to 9 vendors and they are down to 2 choices: Grappone in Concord and the Double Tree in Manchester due to NHLTA's requirements. They met with Doubletree (2018 & 2019 conferences were held there) and looked at dates: none were available in June, so they are now looking at May 1. They received cost estimates from Grappone but they are almost not able to accommodate due to space issues. They would like to go with DoubleTree this year. Rosemary noted there were issues with having to pay for parking. Janet replied they asked if they could absorb the cost but it is unlikely. Tammy said last year's food cost was \$18,504 without dessert. They need to know parameters for booking - will the conference fee increase, should participants be charged for food? Marcia replied she was appalled at the cost of coffee, tea and water service but did not food costs have increased everywhere. Tammy said the beverage service was \$1200 for each service (morning and afternoon - \$2400 for beverages). Rosemary thought the service was worthwhile and cost was never really discussed as a committee; they should be knowledgeable about it. It needs to be affordable but yet tastefully done and meets the majority of needs. Jeanne said Janet did a wonderful job of getting sponsors as this is the flagship event for the state trustees. Parking is \$7. Renee thought if the ticket price was increased, participants pay for parking and cutbacks are made, they will get complaints. Marcia replied it is a hassle but part of life and it should be noted that NHLTA has outgrown the Grappone facility and we have to charge for parking. Cathy noted the conference committee was appointed and we might be tying their hands if we say no to cost increases...plus, she wants her coffee. Connie agreed; if the conference committee recommends May 1 at the DoubleTree, there should be a vote. Conrad noted NHLA has their conference around the same time but every other year; Rachel should be contacted to verify. Janet made the motion to hold the annual conference on May 1, 2025 at the DoubleTree in Manchester. Tammy seconded. All were in favor, none opposed. Brodie abstained. PASSED. Janet asked if school librarians should be invited. Conrad suggested she speak with Rachel as they have added school librarians to NHLA.

**Communications:** Connie said the fall newsletter deadline was September 6. She asked that people take notes and photos at the gatherings to be included in the winter newsletter. Jeanne thought a square in the newsletter announcing credit card acceptance would be appropriate. They will also note that Loring Webster passed away. He was NHLTA VP, a Brookline trustee and wrote the policies, procedures and job descriptions for NHLTA.

**Governance:** Brodie was asked to step away for this portion of the meeting. Conrad noted they met last week to interview Brodie. He made the motion to accept Brodie as a member of NHLTA. Rosemary seconded. All were in favor with none opposed. Janet abstained. PASSED. Brodie returned and Marcia suggested he attend committee meetings to decide where he would like to participate.

**Executive Committee:** Marcia noted the committee met on August 7 to select the following winners of the NHLTA annual awards: Library Director of the Year – Beryl Donovan, Gaffney Library, Wakefield; Library of the Year – The

Executive Committee will make a recommendation to the board that, going forward, consideration be given to both a city and a smaller town library (if applicable) since they vary so widely. It would be at the discretion of the Executive Committee to make the determination each year. It was its decision this year to make an award in each category. Meredith Public Library, Meredith – small library; Nashua Public Library, Nashua – large library; Lillian Edelmann Trustee of the Year – No award; Sue Palmatier Award for Outstanding Support by a “Friends of the Library” Group –No award; Special Library Service Contribution Award – Garden at Tracy Library, Tracy Memorial Library, New London; Dorothy M. Little Award – No submissions. Marcia made the motion to accept the proposed award winners as presented by the executive committee. Rosemary seconded. All were in favor, none opposed. Janet abstained. PASSED.

Brodie will present the award in Wakefield, Jeanne will go to Nashua and New London, Rosemary will present in Meredith.

Connie noted the Garden was originally designed by an Olmstead brother. She made the motion to be clear regarding large and small libraries in future awards. Conrad seconded. All were in favor, none opposed. Janet abstained. PASSED.

**NHMA:** Marcia suggested there be a separate meeting with board members who have input in the contract. Janet said she had some ideas to suggest to NHMA to help with the conference. Marcia will include Janet, Tammy, Connie, Jeanne, Rosemary. Marcia will reach out to NHMA about their availability after September 15.

**Anything that comes up after sending agenda:** Conrad is going to meet with Rachel regarding advocacy, sustainability, membership and outreach. There are no candidates for NHLA VP, which is an issue.

Marcia noted Mindy had contacted her about Michael’s retirement and if NHLTA can share in some expenses. There was a discussion regarding some kind of tribute. Tammy suggested asking Mindy what she was planning.

Tammy asked if Connie followed up with asking Renee to help with the newsletter; she had not but will.

**Meeting Adjourned:** Rosemary made the motion to adjourn; Tammy seconded. All in favor. PASSED - 11:34 am.

**Next meeting:** Next meeting October 2, 2024, 10:00 am **via ZOOM.**

Respectfully submitted, Kathryn Parenti