

New Hampshire Library Trustees Association- FINAL

Board of Directors Meeting - via Zoom

Wednesday, October 3, 2024, 10:00 am.

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

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

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

Minutes: Tammy made the motion to accept the minutes as amended. Jeanne seconded. All were in favor, none opposed; Brodie abstained. PASSED.

Treasurer's Report: Jeanne reported the following: She said there are now less than 100 overdue membership dues. She now has online access to the NHLTA Vanguard account, with Marcia McLaughlin and Tammy Hooker listed as also having access to the account. The process to obtain online access was cumbersome. The Vanguard form was 13 pages long, and we included an additional six pages of bylaws, meeting minutes, and a cover letter in the package that was faxed to Vanguard. The cost to fax this was \$43.49. I was also told that only one person can have online access to the account. (In general, it is best if at least two people have visibility to the account.) Vanguard produces a statement only once every three months, although it is possible to obtain the interest information by going online. •Board Vote Requested: To move the money currently invested in Vanguard to Stifel, to be invested in a Fidelity Money Market Fund currently paying the highest interest rate available to NHLTA. This will consolidate our investments with an investment firm that can be easily reached in person, with access to the same high-quality investments available at Vanguard, with monthly statements, and online access by more than one person. Connie noted this should be tabled until November in order to make sure there are no NHLTA restrictions on closing the Vanguard account. She and Jeanne will look into this. Marcia made the motion to table this until the November meeting. Connie seconded. All were in favor; none opposed. PASSED. Tammy requested the information be shared with the board 2 weeks before the November meeting. •The TD Bank Primary checking account has been changed to an account that requires only a \$1,500 minimum balance, the same as the TD Bank Scholarship Account. We currently have over \$50,000 in this account. Expenses are minimal until the 2025 Conference. If there are unexpected expenses, it is a simple matter to transfer money back to TD Bank. •Board Vote Requested. To transfer \$30,000 from TD Bank to Stifel, to be invested in a Fidelity Money Market Fund currently paying the highest interest rate available to NHLTA. The account number would not change. Jeanne made the motion to move \$30,000 from TD Bank to a Stifel money market account. Tammy seconded. All were in favor; none opposed. PASSED. •The casino charity partnership required answers to some questions regarding advertising the event. Connie felt NHLTA should not agree to sending out emails on behalf of the casino or advertising the events as it goes against NHLTA's mission. Cathy said Jeanne should answer all the questions with as best as she can as there is no one who will follow up on the letter.

Tammy made the motion to accept the treasurer's report as presented. Conrad seconded. All were in favor; none opposed. PASSED.

State Library: None.

NHLA: None.

COMMITTEE REPORTS:

Education Committee: Cathy reported the conference fees will now be \$65 for NHLTA members and \$85 for non-members. Tammy and Janet interviewed 2 keynote speakers and have decided to change the game to something that requires people to visit the exhibit tables.

Annual Conference: Tammy noted the keynote speaker will be Kelly Jenson from Chicago to speak on censorship, who will also lead a breakout session. The theme of the conference is: Trustees unleashed - the must have information. Janet has gotten the premier sponsor, tote bag sponsor, keynote sponsor and the breakfast and dessert social sponsors; workshop and exhibit table sponsors are left. If anyone knows of any potential sponsors, please send them along to her or Janet. Perhaps the NHLTA insurance agency or Speedy Printing could be asked. An RFP for speakers has been sent out and is due back on December 12. They'll have all speakers selected by January 17. Jeanne noted there was a \$300 sponsor direct deposit without an obvious donor; it was TD Bank. There was a discussion about conference scholarships. Last year there were 9 \$50 scholarships. This year the conference fee is more, should they increase the scholarship and limit the number? The NH Charitable Foundation grant will arrive in January or February and the amount varies yearly. Tammy asked how the scholarships were advertised. Connie said there were scholarships available, no numbers provided. It was agreed to leave this discussion for March when more information was available. Cathy also wanted to publicly thank Deb Ackerman for joining the education committee and volunteering to be secretary.

Communications: Connie said the fall newsletter has been mailed.

Governance: Kathy reported the Governance Committee met earlier this week with Deb Capland and Rosemary D'Arcy for their exit interviews; Anne Chant's should be next week. They provided some interesting insight into retention in NHLTA and new ways to get people to participate. It should be noted neither left NHLTA with negative feelings. There will be a meeting in November to discuss retention and membership. She also contacted the 2 people who were interested in volunteering with NHLTA but has not heard back from either.

Old Business: change of dues due dates. This will be for the 2025-2026 yearly notifications. Connie would like to see how the change would work with Wild Apricot. Marcia and Jeanne would do some research and report back in November.

New Business: retention of Constant Contact. Tammy thought the problem of sending surveys out to partial membership was being worked on by NHMA. Connie noted CC was expiring in January and NHLTA sends evaluations (surveys) to attendees of the annual conference and workshops. The evaluation is created in Constant Contact and the link is sent to NHMA who then sends an email containing the link to all registered attendees at the end of the conference or workshop. The evaluation responses are downloaded from Constant Contact. Tammy was disappointed that NHMA hadn't come up with a work-around yet. There was a brief discussion using other survey platforms if necessary, such as Google and Survey Monkey. Marcia said she would discuss this with Judith and will follow up in November.

Retaining Wufoo: Retaining Wufoo – speakers cannot be registered through WA (Ashley can facilitate is through NHMA and transfer information into a spreadsheet and we can downgrade to a free version (per Janet H. and Ashley) – Ashley will be able to make the transition to WA for speakers for the 2026 conference. Connie noted that presenters have to be entered in Wufoo because they don't pay to attend the conference. Conrad thought there could be 2 levels in WA - one for paid people and 1 for unpaid. He wasn't sure if they were using this. Tammy noted you could add library directors in WA but they can't be bundle coordinators.

Awards presentation schedule: Jeanne will present in New London on October 28 and in Nashua on October 29. Rosemary will present in Meredith on November 23 and Brodie will present in Wakefield on November 21.

Anything that comes up after sending agenda: Marcia noted Connie and Katrinka had come up with wording for Michael York's plaque, which had been sent out to the board. He should be given a lifetime membership and not emeritus status as he was never a board member. She made the motion to give Michael York a lifetime membership in NHLTA. Connie seconded and all were in favor, none opposed. PASSED. There was a brief discussion on who would

present the plaque and it was agreed that Katrinka and Susan Gaudiello should do it together. Current board members should make an effort to attend the ceremony.

Marcia also noted Tom Ladd has been involved with NHLTA for many years and should also be recognized. She made the motion to give a lifetime membership in NHLTA to Tom Ladd. Connie seconded. All were in favor with none opposed. PASSED. Connie and Katrinka will work on the wording.

Mark noted Ed Moran, who attended the August meeting is the director of the Barker Foundation in Nashua. The foundation used to give grants to NHLTA when NHLTA was not in good financial standing. They have since stopped. He would check in to see if they were interested in reinstating the grant.

Mark also noted, after looking at the March/April ALA publication, that a previous conference keynote speaker, George Needham passed away.

Connie noted the husband of Adele Knight, former president of NHLTA had recently passed away. Kathy will send a sympathy card on behalf of NHLTA.

Meeting Adjourned: Connie made the motion to adjourn; Jeanne seconded. All in favor. PASSED - 11:10 am.

Next meeting: Next meeting November 6, 2024, 10:00 am **via ZOOM.**

Respectfully submitted, Kathryn Parenti