

**New Hampshire Library Trustees Association- FINAL**

Board of Directors Meeting - via Zoom

Wednesday, November 6, 2024, 10:00 am.

Attending: Marcia McLaughlin, Mark Branoff, Connie Kirwin, Conrad Moses, Tammy Hooker, Kathryn Parenti, Renee Mallet

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

Marcia called the meeting to order at 10:05 am.

**Minutes:** Mark noted George Needham's name was misspelled, change Nedham to Needham. Connie made the motion to accept the minutes as amended. Marcia seconded. All were in favor, none opposed; PASSED.

**Treasurer's Report:** Tammy presented the treasurer's report as Jeanne was absent. Tammy made the motion to accept the treasurer's report as presented. Connie seconded. All were in favor; none opposed. PASSED.

Jeanne had submitted the following along with the treasurer's report: This proposal was submitted to the Board in September, and a vote was deferred until the October meeting so Connie Kirwin could investigate to see if there was any reason not to move the money from Vanguard to Stifel. Connie found nothing to prevent the move from being made. I now have 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 Vanguard 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. • I submitted the initial application to be considered as a Casino Charity Partner. Waiting for the next step. • The CPA (Jeff Ivas) is working on the reviews for 2022 and 2023. However, he is not likely to finish the returns by November 15, the deadline for filing the 990 tax return for 2023. Therefore, I submitted Form 8868 to request an extension in filing the 2023 990EZ (Federal tax form). We are not eligible to file a postcard 990 since our income for 2023 exceeded \$50,000. I also submitted the NH CT-14 (extension for filing the NH CT-12 Annual Report). • There is no interest income reported for October. I left on vacation prior to the Vanguard posting, and Stifel posts Money Market Fund interest shortly after the first of the following month. Mark noted there are 2 SEC regulations that affect the Fidelity investments which were discussed with the Finance Committee when he was a member. In a Vanguard email, it was noted they are only allowed to invest in two of their money market funds. One is the Vanguard Federal mm fund (with a \$3k minimum investment) and a Treasury mm fund (with a \$10k minimum investment). He asked if Stifel meets SEC regulations. Tammy asked if he could send out the information he has and asked if it was current. He replied it was from 2016. Marcia asked Mark to send the information to Jeanne so she can research it. Connie wondered why the money can't be moved since there is already money in Fidelity. Tammy thought if there was an issue, the information should have been sent before the meeting.

Marcia made the motion to table this until the December meeting. Tammy seconded it. Conrad and Mark were in favor, Connie, Tammy and Kathy were not. Motion did not pass. The board then voted on the motion listed above. All were in favor with none opposed. PASSED.

**State Library:** None.

**NHLA:** None.

#### **COMMITTEE REPORTS:**

**Education Committee:** Tammy noted Ashley had been tied up in the NHMA conference at the end of October but will be meeting with her soon. She noted Janet sold more sponsorships. Marcia noted she will be recording all meetings to share with those who were not present. She would like Cathy Harvey to check on Debra Ackerman, who agreed to take minutes but did not attend the October education meeting. Connie made a motion that if a committee chair is absent from a board meeting, a report should be sent. Marcia seconded the motion. All were in favor, none opposed. PASSED.

Marcia noted the conference registration payment issue was discussed at the education committee; a registration is pending until a payment is received. Tammy will reach out to Judith.

**Communications:** Connie said the winter newsletter deadline is December 6.

**Governance:** Kathy reported the Governance Committee met with Anne Chant and Marcia had written a synopsis of all the exit interviews that will be sent to the board. In essence, the issue was that board commitments spread each of them too thin and they were burned out. Information needs to get to prospective trustees early in the process and more outreach needs to be done. Kathy will schedule a governance meeting in the near future to discuss this.

**NHLA:** Conrad said their conference was today and there was nothing to report.

**Facebook:** Renee said there was not much new to report; computer issues had prevented her from a lot of things but it has been resolved.

**Old Business: Change of dues notification dates.** Jeanne would like a change in dates but it might have to be taken up with NHMA and Wild Apricot. Connie noted she can send out any date you want, along with reminders; this should be discussed in December. Marcia said Jeanne was concerned that a lot of income shows up at the end of one fiscal year and the beginning of another. Mark noted the annual conference is scheduled for May 1 so the funds should be in by the end of the fiscal year (June 30). Connie noted people are confused by the non-member and member fees for the conference and pay the membership dues at the same time as conference registration. They need to add on the registration form that membership is valid from July 1 to June 30. Marcia noted Jeanne wanted to move the dues date later.

**Awards presentation schedule:** All awards were presented by Rosemary, Brodie and Jeanne. Tammy noted WMUR had a blurb that Nashua was selected as the large library of the year. Renee noted they had posted on Facebook and tagged NHLTA.

**Lifetime membership for Tom Ladd:** Marcia thought originally to present a plaque but maybe a letter of recognition for his years of service would be better. Mark wondered what they had done for Lil. Connie said she was elected an emeritus member. She needs to have Judith create a lifetime member. Marcia added the expiration should be pushed out 50 years. She'll compose a letter and Connie will review.

**New Business:** In person board meeting in December. Marcia was hoping to do it at the state library but hasn't heard back from Michael York. If not, it will be at 25 Triangle Park Drive.

**Board recruitment:** Marcia noted the executive board is down to 10 members; we are allowed 15. The governance committee is planning to meet on November 18 to discuss recruitment ideas. Connie thought the winners of past awards should be contacted, including the weak trustee of the year applicants. An "in person" ask is always the best. Kathy suggested asking attendees at the gatherings. Kathy also suggested attending neighboring trustee board

meetings and asking there. Connie suggested business cards for the board to hand out. Marcia noted the designer is working on them now. Tammy thought fliers would be better; Renee suggested adding QR codes to provide links to the website.\*After the meeting, a vote was taken to approve the business cards.

**Constant Contact:** Tammy asked if this needed to be renewed. Connie noted the after conference survey has a lot of questions. Tammy noted the Google Forms can handle it. Marcia made the motion to not renew Constant Contact and use Google Forms going forward; Renee seconded. All were in favor, none opposed. PASSED.

**Anything that comes up after sending agenda:** Marcia noted the presenter of Michael York's plaque had not communicated with anyone regarding the presentation. NHLTA or its purpose wasn't mentioned. Mark attended and thought it was a great presentation and nearly 100 people attended. There will be a photo in the December newsletter.

Mark noted he attended the NHMA conference and all the presentations are listed on their website. The theme was "Better Communication". He noted Stephen Buckley and Cordell Johnson were speakers.

**Meeting Adjourned:** Tammy made the motion to adjourn; Conrad seconded. All in favor. PASSED - 11:05 am.

**Next meeting:** Next meeting December 4, 2024, 10:00 am **via Zoom**.

Respectfully submitted, Kathryn Parenti