

New Hampshire Library Trustees Association- FINAL

Board of Directors Meeting - via Zoom

Wednesday, March 5, 2024, 10:00 am.

Attending: Marcia McLaughlin, Mark Branoff, Connie Kirwin, Conrad Moses, Tammy Hooker, Kathryn Parenti, Jeanne Palleiko, Renee Mallet, Denise Van Zanten - NHLA VP, Ann Friedman Xavier, Cliff Blake, Sue Nieman, Cathy Harvey

Absent: Susan Whitbeck, Mindy Atwood - Assistant State Librarian

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

Minutes: Marcia asked if there were any new corrections to be made to the minutes from February; there were none. She then asked for a motion to approve. Tammy made the motion to accept the minutes as presented. Conrad seconded. All were in favor, none opposed; PASSED.

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

Jeanne had submitted the following along with the treasurer's report: • Completed filing the IRS 990 Report for the fiscal year ending June 30, 2024. • Completed filing the NHCT-12 Report with the State of New Hampshire for the fiscal year ending June 30, 2024. • Received the NHCF Grant of \$3,546.75, slightly more than in 2024 (\$3,482.87), but less than the \$4,000 budgeted for the current fiscal year. In the past NHLTA has provided educational assistance of \$1,000 for each of the Spring, Summer and Fall terms to a NH library employee for graduate study at an ALA accredited school of library or information science program. Continuing this practice leaves only \$677.25 for NHLTA Conference and Other Scholarships this year. • The Scholarship Committee (Tammy Hooker, Tom Wallace and myself) met via Zoom to award the Conference Scholarships for the May 1 Conference. There were nine applications. Two of the applicants had received scholarships in 2023 and 2024. Scholarships were awarded to the seven who had not received scholarships to the past two conferences. Four of the applicants were from Coos County. The three trustees from Coos County were awarded travel grants. The fourth applicant was a library director, and was not eligible for the Edelmann travel grant. These planned scholarships will leave a balance of \$22.25 in the Scholarship Account at this time next year.

The following NHLTA members were approved for a Mildred McKay Scholarship to the 2025 NHLTA Conference on May 1. They will register for the conference with a special code: Barbara Szeidler, Trustee, Bethlehem Public Library, Bethlehem; Kathi Woodard, Trustee, Colebrook Public Library, Colebrook; Robin Pilotte, Trustee, Dalton Public Library, Dalton; Nancy Smith, Trustee, Dalton Public Library, Dalton; Doris Mitton, Town Librarian, Dalton Public Library, Dalton; Donna Stone, Library Director, Shedd Free Library, Washington; Allison Rutley, Library Director, Wolfeboro Public Library, Wolfeboro.

The following library trustees from Coos County were approved for a \$100 travel grant from the Lillian Edelmann Scholarship Fund to attend the 2025 NHLTA Conference. They will receive a check for the grant at the 2025 NHLTA Conference on May 1: Kathi Woodard, Trustee, Colebrook Public Library, Colebrook; Robin Pilotte, Trustee, Dalton Public Library, Dalton; Nancy Smith, Trustee, Dalton Public Library, Dalton. The following NHLTA member was granted \$200 from the Mildred McKay Scholarship Fund to attend the 2025 NHLA Conference April 17-18: Courtney Vashaw, Library Director, Whitefield Public Library, Whitefield. A check will be mailed to the Whitefield Public Library.

There were no questions regarding the treasurer's report so Jeanne made the motion to accept the report as presented; Conrad seconded. All were in favor with none opposed. PASSED.

Jeanne noted the proposed budget for 2025-2026 was balanced and she assumed the increased costs for conference food; the difference was \$3000. Since annual dues were increased last year, that increase was \$5000. Marcia noted NHLTA spends more money to feed conference attendees by \$20 per person and there are around 44 attendees (board members and volunteers) who are not charged for attending. Sue N. asked if that affected scholarships. Jeanne replied it did not as NHLTA received dividends from a trust at the NH Charitable Foundation. This year we received \$3500. If we had additional funds, we could give more scholarships. The Charitable Funds investments are conservative. Tammy said it was a good thing we now accept credit cards for conference payment. Jeanne said there was a 3% fee but we get 2% cash back for all purchases, including paying the CPA, the facility rental fee, parking and food. Jeanne noted the conference fee was \$75 for members and \$100 for non-members plus there is a 30.5% fee (tax and service fee) on top of the previously mentioned conference charges. She also said half of the keynote speaker's fee has been paid and she would like all of this year's fees paid this fiscal year. In addition, technology fees will be higher with the change from Piper Web to Cyber Optik. There is a migration fee along with the annual charge. Constant Contact will remain in the budget until they can get an answer whether or not evaluation forms can be done via Wild Apricot. Tammy made the motion to accept the 2025-2026 annual budget; Cliff seconded. All were in favor with none opposed. PASSED. Tammy asked Jeanne to make sure the budget was sent to Katrinka.

State Library: None.

NHLA: Denise said they are in the middle of a busy legislative session and they have opened registration for the annual conference on April 17 & 18. She noted HB562 is ITL and HB293 has been retained in committee due to its wording. HB 324 will be heard today regarding obscenity in schools while HB143 will be heard tomorrow. She can't tell if the bill is aimed at public schools, private, charter or home schools.

COMMITTEE REPORTS:

Annual Conference: Tammy noted there are 38 people registered for the conference: 23 members, 5 non-members, 4 NHLTA board members, 5 scholarships and 1 special guest. She met with Katrinka yesterday to discuss how to present the annual budget, agenda, minutes etc. They wondered if a power point with each item on a separate slide, projected for all to see plus copies on each table, would suffice in order to save money and have less waste. Connie noted any bylaw changes, slate of officers, budget and minutes had to be voted on but didn't recall if it needed to be in paper format; she was in favor of less waste and lower cost. Tammy made the motion for the annual budget, bylaw changes, slate of officers and annual minutes be presented by powerpoint, with copies to be available at all tables at the annual conference to save money and cause less waste. Renee seconded the motion. All were in favor with none opposed. PASSED.

Education Committee: Cathy H. noted there will be a regional gathering in Chesterfield on April 9. The director might close the library that morning if more than 35 people are interested in attending. The director also indicated she would be interested in legislative updates. There will be a gathering in Newbury/Pillsbury on May 12. Sue N. stated the Minot Sleeper library in Bristol is interested in hosting one in the fall. Cathy H. also noted local elections are coming up and to vote for your local trustees.

Governance Committee: Kathy said she had nothing to report but would schedule a meeting within the next 2 weeks.

Communications: Connie stated the newsletter deadline is Friday, March 7. She also said the committee is looking to unify and update the NHLTA brand. They received an estimate from the designer for \$500 to do so. There are too many styles and colors and we need to be ADA compliant. The designer will come up with a uniform brand. Connie then made the motion for NHLTA to pay the NHLTA designer \$500 to create a new marketing style and promotional materials and logo for NHLTA; Sue N. seconded. All were in favor with none opposed. PASSED.

Tammy said she had updated emails for the newsletter and will send the list to Connie over the weekend.

Old Business: NHLA Liaison: Conrad noted he would be stepping down as NHLTA liaison to NHLA in March. He will attend the February meeting. Denise noted they meet every other month on the second Tuesday at 2pm. The next meeting is in April. Renee volunteered to be the liaison and Denise will send her the information.

New Business: Marcia noted the August meeting will be in person at NHMA, 25 Triangle Park, Concord. Conference packet stuffing will be April 30 at the same address, beginning at 10am. There will be a new director orientation following the packet stuffing. Tammy will send an email reminder before April 30.

Anything that comes up after sending agenda: Marcia noted Constant Contact was renewed in February and will be used for the conference evaluation forms. Tammy will find out if Wild Apricot can do surveys and be sent to a select group of people. They can use Google Docs but a Gmail address needs to be set up for NHLTA. Marcia and Jeanne would look into seeing if Constant Contact can be canceled for a refund. Connie had a template for the evaluation forms that she can send to Jeanne to see if it can be transferred to Google Docs. Jeanne thought it could be tested on with workshop attendees before it gets sent out to conference attendees.

Jeanne reminded all that dues are increasing from \$30 to \$35. She didn't want it brought up in the newsletter because some people haven't paid for the previous year yet. Connie thought when Judith sends out invoices for renewal, she could highlight the new rate.

Meeting Adjourned: Tammy made the motion to adjourn; Renee seconded. All in favor. PASSED - 10:48 am.

Next meeting: Next meeting **April 2, 2025**, 10:00 am **via Zoom**.

Respectfully submitted, Kathryn Parenti