

New Hampshire Library Trustees Association- FINAL

Board of Directors Meeting – in person

Wednesday, August 6, 2025, 10:00 am.

Attending: Marcia McLaughlin, Connie Kirwin, Kathryn Parenti, Jeanne Palleiko, Renee Mallet, Denise Van Zanten - NHLA VP, Ann Friedman Xavier, Sue Nieman, Susanne Whitbeck, Cathy Harvey, Katrinka Pellecchia

Absent: Tammy Hooker, Cliff Blake, Mark Branoff, Mindy Atwood - Assistant State Librarian

Marcia called the meeting to order at 10:09 am.

Minutes: Marcia asked if there were any corrections to be made to the minutes from June; there were none. She then asked for a motion to approve the minutes. Ann made the motion to accept the minutes as presented; Sue N. seconded. All were in favor, none opposed, Katrinka abstained; PASSED.

Treasurer's Report: June and July 2025: Jeanne noted the following from the June report:

- The \$25,000 6-month CD (earning 4.35%) that matured on June 9 was replaced by another 6-month CD earning 4.35%. The new CD will mature on December 11, 2025. In addition, we have a \$25,000 12-month CD (earning 4.25%) that will mature on December 5, with an additional \$48,653.44 invested in Fidelity Investments Money Market Government Portfolio, Class III (FGGXX), which has a 7-day yield of 3.93% as of July 25. • As of June 30, 2025, fiscal year expenses exceeded income by over \$11,000 for the third year in a row. \$5,610 of the dues income received in FY 2024-25 was for FY 2025-26, which is an improvement over FY 2024-25, when \$14,000 of the FY 2024-25 dues were received in FY 2023-24. I recommend that we send out the dues statements even later next year, perhaps July 1, and state that the dues are due August 1. This will help keep income and expenses in the appropriate fiscal year. The higher dues in this fiscal year (\$35 instead of \$30) should provide an additional \$5,000 in income. • 20 libraries paid FY 2025-26 dues for 159 members in May and June.
- The cost of the conference was over \$41,000. Conference-related income (see below) was \$35,365. The plan is to increase the registration fees for the 2026 Conference for both members and non-members so that the registration fee will cover the cost of food. (Member fees increase from \$65 to \$75 and non-member fees increase from \$85 to \$95.) Most sponsor fees are being increased by at least \$50 to help cover the cost of food. ▪ Donation 5,000 (Cannot count on a donation every year) ▪ Sponsors \$11,130 ▪ Members \$14,560 (224 paid members) ▪ Non-members \$4,675 (55 paid non-members) ▪ TOTAL INCOME \$35,365
- Board Input Requested: I recommend that only Conference Chairs pay no registration fee. They are too busy working to take advantage of the sessions. The Board needs to decide how much Board members should pay as a Conference registration fee.

Jeanne continued by stating that the board is taking steps to remain solvent, but it isn't enough. She thought sponsors for the newsletter could offset the overages in the conference costs, and include charging more for exhibit tables, limiting lunches for exhibitors. Cathy noted she has been an exhibitor at conferences and never received lunch. Jeanne noted she wasn't part of the discussions with the facility and would be in the future. All agreed that having cookies in the afternoon wasn't a necessity, with a plated dessert served at lunch. There was a discussion about adding a voluntary donation to the conference registration as well as a "donate" button on the NHLTA website. Sue N. noted smaller

libraries aren't familiar with NHLTA – we need to get the message out better. Gatherings are a great beginning. M. McLaughlin noted people do reach out to the website with questions, but they are usually individual issues and very often legal issues. NHLTA has no authority to give people legal advice. Questions are only answered via email, no phone calls. There was a brief discussion on selling raffle tickets at the conference – if an entrance fee is charged, it would be gambling. Jeanne thought asking for attendees to pay the credit card fees would be a good way to go.

Discussion went back to whether to charge board members to attend the conference. Denise said the NHLA conference charges everyone to attend plus they charge a lot for vendors. She will send their conference manual to the conference committee. Regarding the charging of board members, Jeanne withdrew her suggestion. Voluntary payment was also a suggestion for board members.

Jeanne noted in her July report: • The contract with NHMA calls for them to mail a renewal reminder at some point to members whose dues are delinquent. I would like to recommend that we wait until renewals slow down before mailing the reminder, in order to save postage. • Recommended pricing for Conference Registration: Members - \$75 ; Nonmembers - \$90; Extra tickets for sponsors - \$60; Board members -? ***Note:** an email vote of the board was taken in June; per Marcia's email on June 26, 2025: The vote was unanimous from the ten responses in favor of increasing the registration fees for the annual conference and renewing our ALA membership. PASSED.

•Recommended options for speakers: Lunch or \$50 honorarium or mileage at Federal rate. •Ashley Methot (NHMA) said we used to have a checkbox for attendees to get a copy of the attendee list. Back in the day it used to be paper. Should we plan to email the attendee roster to participants and ask if the person registering wishes to be included? • There were no applications for the Mildred P McKay Graduate Studies Scholarship for the fall term. That will allow us to offer two scholarships for the spring term.

Jeanne continued her report suggesting pushing the annual dues due date out further to make it easier to balance the fiscal year. Connie noted the first payment invoices were sent out on June 15. Marcia suggested that emails be sent July 1, August 1 and a mailed reminder on September 1. Jeanne suggested 3 emails – July 1, August 1, September 1 and a mailed reminder on October 1. Connie noted that changes need to be in the NHMA contract for next year.

Jeanne made the motion to limit lunch or \$50 honorarium or mileage as the federal rate for conference speakers. Renee seconded the motion. All were in favor with none opposed. PASSED.

Jeanne said she would work with Judith on the ability for attendees to pay for the credit card fees.

Marcia asked for a motion to approve the June 2025 and July 2025 treasurer's reports. Katrinka made the motion; Cathy seconded. All were in favor with none opposed. PASSED.

StateLibrary: Denise will send an email with IMLS updates.

NHLA: Denise will be sending out a legislative wrap-up. Other than HB 273, it was a good legislative session, and the trespass bill disappeared. They are planning the fall one-day conference and will be having their executive board meeting on August 12 at 2pm, via Zoom. They made \$10,000 at the fall conference and the budget projections show a short fall of \$6,000. Rachel Baker, NHLA president, will be meeting with Governor Ayotte on September 15 to discuss libraries. Renee asked if any libraries had reduced operating hours due to the lack of funding. Denise was only aware of Portsmouth and Hooksett. NHLA also gets a lot of questions from members, and they are always referred to an attorney. They will also have co-conference chairs for the 2027 conference.

COMMITTEE REPORTS:

Education Committee: Cathy H. submitted her annual report; Connie will put all reports on the website. There will be 4 gatherings for 2025 and each averaged around 40 attendees. Connie noted there were 22 people registered for the Minot Sleeper gathering and 29 for the Friends gathering. She also noted there were 48 attendees at the orientation yesterday with 12 no-shows and 23 of the attendees were non-members.

Annual Conference: It was noted that Janet Hromjak had asked if a box could be added to the conference registration to give an attendee list. Renee thought it was a bad idea – companies pay a lot of money to get contact lists. Katrinka stated that if the vendors want contact information, they should have a raffle or sign-up list. Marcia asked for a vote on the proposal. None were in favor, all were opposed. NOT PASSED.

Communications: Connie said the newsletter deadline was September 5. An article for this issue will be on public comments at trustee meetings. Katrinka noted Lebanon has a good policy on this subject. Connie continued noting they are still working on the website transition, and it should be complete in the next few months. Renee noted the current website shows that the board meets in person every month, in Concord, so that needs to be updated.

Orientation update: Marcia said she and Kathy took turns presenting. Many attendees said it was a good presentation but a lot of information to digest. Cathy said the slides were easy to read but there was a lot of information on each one. Cathy said page 5 needed an update to make it clearer that minutes are voted to be sealed or not after the board comes out of non-public session. Renee thought a note should be added that non-public minutes need to be reviewed every 10 years. Marcia also noted that a session of Trustee 101 needs to be an option at next year's conference. Kathy noted several of the attendees were unaware a NHTLA handbook existed. Marcia said it will need to be updated for 2026.

Legislation: Renee said it was a very interesting legislative session but didn't have any updates

Governance: None.

Lunch break from 11:45-12:25

Other Business: Action plan from 2023 update. Marcia will send out an updated plan after review by the board.

Old Business: None.

Anything that comes up after sending agenda: None.

Meeting Adjourned: Katrinka made the motion to adjourn; Ann seconded. All in favor. PASSED – 1:53 pm.

Next meeting: Next meeting **September 3, 2025**, 10:00 am **via Zoom**.

Respectfully submitted, Kathryn Parenti