

## New Hampshire Library Trustees Association- FINAL

Board of Directors Meeting - via Zoom

Wednesday, November 5, 2025, 10:00 am.

Attending: Marcia McLaughlin, Connie Kirwin, Tammy Hooker, Cathy Harvey, Mark Branoff, Kathryn Parenti, Jeanne Palleiko, Renee Mallett, Denise Van Zanten - NHLA VP, Ann Friedman Xavier, Sue Nieman, Susanne Whitbeck, Mindy Atwood - Assistant State Librarian, Katrinka Pellecchia, Janet Hromjak

Absent: Cliff Blake

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

**Minutes:** Marcia asked if there were any corrections to be made to the minutes from October; Katrinka noted the date of the November meeting should be the 5th. Marcia then asked for a motion to approve the minutes. Katrinka made the motion to accept the minutes as amended; Tammy seconded. All were in favor, none opposed; Janet abstained. PASSED.

**Treasurer's Report:** Jeanne noted the following:

Month	NHMA		Credit Card		Total	
	# Libraries	# Members	# Libraries	# Members	# Libraries	# Members
May	1	11	0	0	1	11
June	5	36	14	114	19	150
July	45	282	24	196	69	478
August	17	90	15	110	32	200
September	12	57	2	10	14	67
October	1	1	1	4	2	5
<b>TOTAL</b>	<b>81</b>	<b>477</b>	<b>56</b>	<b>434</b>	<b>137</b>	<b>911</b>

- I am meeting with Jeff Ivas, CPA on Thursday November 6 to discuss preparing the review of our 2024-25 financials.
- I filed the extensions for NHCT-12 and 990 tax filings.
- I submitted the Charitable Organization Eligibility Determination Application to the New Hampshire Lottery and Gaming Commission to be considered as a Charity Partner. We have been approved as eligible. The next step is to find an open time slot in one of the casinos. I am waiting for a call back from one of the coordinators.
- The D&O liability insurance policies have been signed and paid.
- There was only one application for a graduate scholarship for the Spring semester. Meghan Stewart, library assistant from Dover, was awarded a \$1,000 scholarship toward an MLIS degree at Simmons. She also said she was waiting on dues from Concord.

- The monthly rate at the Extra Space Storage unit was about to be raised to \$175 per month. I was able to reduce this amount to \$111 per month. We are now paid through May 2, 2026. However, this is still a lot of money to store two filing cabinets, some metal shelving, and leftover supplies. Connie asked what had happened to the items in the file cabinets. Katrinka said she, Marcia and Jeanne went through the cabinets earlier in the year. Jeanne said all of the

audited fiscal reports since 2005 are online and physical copies are in the file cabinets. Katrinka noted anything that was online was removed from storage along with any conference handouts and materials; having these things in storage in Concord made sense when NHLTA was meeting in Concord each month. Mindy said there were several NHLTA file cabinets at the state library but someone should come and weed them out. It would make sense for NHLTA to have all historical information stored there, with the commitment the cabinets be weeded on a regular basis. The state library has the same relationship with NHLA and she will request the same weeding from them. Cathay made the motion to store NHLTA historical documents at the state library; Sue W. seconded. All were in favor with none opposed; Janet abstained. PASSED.

**State Library:** Mindy began by updating the board on back of budget cuts - it doesn't include defunding any state library positions but they won't hire any positions they have hiring waivers for until January. They did get waivers approved to hire part-time van drivers. The governor has started a new web page and it includes the listing of several positions that are vacant: director of parks, the commissioner of business and economic affairs, commissioner of public utilities and the state librarian. She has submitted her package to the governor's office. The state library is now looking to next year and summer reading and have also been told to start preparing for the next biennium budget in February. Commissioner Stewart of the Department of Natural and Cultural Resources will be speaking at the Portsmouth Rotary next week.

**NHLA:** Denise began by stating the NHLA conference is at the Common Man in Concord next week and the Humanities Council will be having a session. She will also be hosting a q & a after that regarding HB273, if anyone had any questions. They are working on a lot of legislative service requests and there is one trying to get rid of any vacant positions to weaken departments. She urged the board to stay informed with the Londonderry board of trustee issues. The trespass bill is also returning. NHLA is looking to combine 2 of their committees into one and it will require a bylaw change to do so. Sheryl Bass, current NHLA treasurer and director of Durham Public Library, will be the VP next year.

#### **COMMITTEE REPORTS:**

**Education Committee:** Cathy noted the conference committee has been meeting regularly. She also presented the Chesterfield Library Friends group their award and it was a nice ceremony; this was good publicity both for NHLTA and Chesterfield. Katrinka continued by noting the Barrington gathering was well attended and many wanted to discuss HB273. She showed the group the NHLTA website and encouraged all to make use of it.

**Annual Conference:** Tammy said they have received 4 RFP's so far; a reminder has gone out and the deadline is in the beginning of December. Everything is on schedule and she may reach out for assistance in choosing speakers.

**Library of Congress Federal Credit Union:** Janet said she spoke with someone here, a credit union that's been in service since 1935 and he said it is free to join and once a member, any family member can also participate in their services. They are interested in putting an ad in the newsletter as well as having an exhibit table at the conference, giving out gift certificates. Katrinka had spoken with Janet about this and thought it would be fine. Rates for advertising in newsletters run from \$250-\$500 per year. NHLTA needs to have an advertising policy in place first, before they start charging for ad space. 1100 newsletters are sent out 4 times a year and to make the newsletter any larger, it would be more expensive. If this is approved, a deadline for ads would need to be a month before the copy deadline. Marcia felt this was a bigger decision to table until December. A small sub-committee should be formed to look at this and put together a proposal. Connie, Marcia, Cathy, Sue W., Ann and Katrinka. They will have information for the January meeting and Janet will let the credit unit person know she'll have an answer in mid-January.

**Communications:** Marcia noted everyone needed to submit their 3 questions by November 14, for Connie to compile and present at the December meeting. The newsletter deadline is December 5.

**Legislation:** Renee had an idea about people who specifically wanted additional information regarding any new legislation. She thought an additional email blast would work, if there was a separate contact list for those interested. Tammy thought Wild Apricot had the capability of adding a check box if someone was interested in something like that. Renee noted all things legislative are moving much more quickly than in the past, with just a short notice before

hearings. She also hoped Brodie Deshaies, former library trustee and NHLTA board member, would help with the legislative q & a.

**Governance:** None.

**New Business:** Marcia spoke with Margaret Barry of NHMA. Beginning January 2027, NHMA will only assist towns and not any associations. This was an executive board decision. There are only 13 people on NHMA staff. Rooms will still be available upon request for meetings. Contracts can be terminated at any point in 2026; the contract will cost \$988 - a significant increase over 2025 costs. NHLTA now has to find a company to do all the work that NHMA has provided; Judith will be the contact person and will help in the search. This will affect the conference, bank deposits and mail. Connie noted they had a company that did this type of work before they changed to NHMA; they are known as association management companies. There also might be some non-profit management companies as well. Connie and Marcia will discuss as there needs to be a decision by the 2026 conference. Marcia suggested everyone list all the needs that are required and submit them to her and Connie by November 30, for discussion at the December meeting.

**HOMEWORK for the board!!!:** Come up with **3 questions** to ask the NHLTA membership on the survey - submit by November 14!!!

**Other Business:** The board needs new members NOW! Get in touch with anyone you think might be interested in working on the board.

**Adjusting meeting start time:** Marcia noted the 10am start time was to allow all to commute to Concord for the in-person meetings. Since the board meets via Zoom, she suggested the meeting start time be changed to 9am. All agreed.

**Meeting Adjourned:** Mark made the motion to adjourn; Tammy seconded. All in favor. PASSED - 11:13 am.

**Next meeting:** Next meeting **December 3, 2025**, at **9:00!** am via ZOOM.

Respectfully submitted, Kathryn Parenti