

Appendix for Policy Manual and Procedures Manual

| <u>Appendix #</u> | <u>Policy</u> | <u>Procedures</u> |
|---|----------------------|--------------------------|
| 1 Conflict of Interest Statement Approved 4/18/2017 | A6.8 | B2.3 |
| 2 Code of Ethics Statement Approved 4/18/2017 | A7 | B2.4 |
| 3 Memo of Understanding Regarding NHLTA Property Approved 3/2/2016 | | B2.7 |
| 4 Return of NHLTA Property form Approved 3/2/2020; updated 4/24/2020 | | B2.7 |
| 5 New Director Orientation Package Approved 4/1/2020 | | B2.7 |
| 6 Director Evaluation form Approved 4/1/2020 | | B2.8 |
| 7 Request for Reimbursement form/Expense Voucher Approved 5/2/2019 | A8.2 | B7.2.3 |
| 8 Expense Reimbursement Guidelines for Out-of-State Events Approved 3/4/2020 | A8.2 | B7.2.4 |
| 9 Mildred McKay Scholarship Memo of Understanding with NHCF Approved 9/1/1965 | A8.4.1 | B7.6 |

APPENDIX 1

CONFLICT OF INTEREST STATEMENT

1. As a member of the Board of Directors or a Committee member, I shall make known my connections with groups doing business with the NHLTA.
2. Any potential conflict of interest on my part shall be disclosed in writing to the Board of Directors of the NHLTA and made a matter of record.
3. If I have actual or potential conflict of interest I will not participate in discussion or vote on matters affecting transaction between NHLTA and the other group.
4. I shall not receive compensation or any form of benefit for my time and effort with the exception of reimbursements addressed in the Reimbursement Policy (Policy A8.2).
5. I shall not attempt to exercise authority individually on behalf of NHLTA except as explicitly stated in the NHLTA Bylaws.
6. Should a NHLTA transaction involve or benefit me, a two-third vote of the disinterested Directors of the Board is required before the transaction can be authorized.
7. I confirm that I have read and agree to abide by the principals of the NHLTA Conflict of Interest Policy.

Signature

Date

Print Name

APPENDIX 2

CODE OF ETHICS STATEMENT

Members of the NHLTA Board of Directors have an obligation to meet the highest legal, moral, and ethical standards in their conduct and decisions.

The following principles are to be used as a guide to achieve this goal.

- Sustain the core freedoms of our democracy by providing equal access to a broad diversity of viewpoints and beliefs on issues under consideration for action.
- Abide by all state and federal laws that apply to non-profit organizations.
- Avoid real or perceived conflict of interest when making decisions that may involve issues of personal gain for self, family, or friends.
- Keep confidential information confidential.
- Function as a whole unit; individual directors cannot assume sole authority for comment or actions unless delegated to do so by the Board.
- Abide by NHLTA established public information policies and refer requests to the President when appropriate.
- Adhere to all NHLTA established bylaws, policies, rules, and procedures.
- Promote a positive atmosphere of service and achievement.
- Protect the integrity and purpose of the NHLTA; challenge proposals or actions that are illegal or contrary to the mission; challenge any director whose actions betray the public trust, violate the law, or jeopardize the integrity of the organization.
- Attend meetings regularly or resign so that a more active director can be appointed.

I confirm that I have read and agree to abide by the principles of the NHLTA Code of Ethics as enumerated above.

Signature

Date

Print Name

APPENDIX 3

MEMO OF UNDERSTANDING REGARDING NHLTA PROPERTY

I understand that when I retire from the New Hampshire Library Trustees Association Board of Directors or associated committees, I shall return all property belonging to the NHLTA to the NHLTA President. This would include keys, passwords, all documents and electronic files specific to the NHLTA, videos, authorization codes, and administrative access to the website and LISTSERV®.

Signature

Date

Print Name

APPENDIX 4

RETURN OF NHLTA PROPERTY FORM

_____ has returned the following:
NAME

Keys _____

Passwords _____

Files _____

Records _____

Videos _____

Authorization Codes _____

Administrative Access _____

Director/Committee Member _____

President/Committee Chair _____

Date _____

APPENDIX 5

New Director Orientation Checklist

Director Contact List – *Secretary*

List of Committees and members – *NHLTA website*

Meeting minutes – *NHLTA website*

Latest treasurer's report – *Treasurer*

Most recent year-end treasurer's report – *Treasurer*

Trustee Manual – *NHLTA website*

Mission Statement – *NHLTA website*

Bylaws – *NHLTA website*

Policy Manual – *NHLTA website Board Notes page*

Procedures Manual – *NHLTA website Board Notes page*

RSA 202-A – *NHLTA website*

Strategic Plan – *NHLTA website Board Notes page*

Expense report form – *NHLTA website Board Notes page*

Scholarship application form – *NHLTA website*

Job Descriptions – *NHLTA website Board Notes page*

Annual budget – *Treasurer*

Code of Ethics Form – *Secretary (to be signed)*

Conflict of Interest Form – *Secretary (to be signed)*

Memo of Understanding Form regarding NHLTA property – *Secretary (to be signed)*

APPENDIX 6

DIRECTOR EVALUATION

The purpose of this evaluation is to review the effectiveness of the director's performance as itemized in the job description and provide the basis for re-nomination to the board for an additional term.

The specific responsibilities will be items of discussion between the director and the Governance Committee prior to the established deadline for submission of a slate of nominees to be presented to the board for approval.

DIRECTOR JOB DESCRIPTION

Purpose:

To promote and develop better library services in New Hampshire, to present educational opportunities to New Hampshire trustees, and to provide a forum to exchange ideas and experiences among library Boards of Trustees.

Specific Responsibilities:

1. Does the director believe in and support the mission of the NHLTA?
2. Does the director abide by the bylaws and policies of the NHLTA?
3. Does the director support all decisions made by the board?
4. Does the director work towards the purpose of the position description on the board?
5. Does the director serve on at least one committee?
6. Does the director participate in the board's work, attend regular meetings and programs?
7. Does the director contribute their own interests and experiences to all discussions?
8. Does the director contribute equally in time and effort in comparison to other members of the board? Participate and accept tasks? Complete work on time?
9. Is the director a team player? Work well with others? Accept constructive criticism and adopt correction?
10. Does the director improve their own ability to serve through training and networking?
11. Is the director knowledgeable about local, state and federal laws pertaining to libraries?
12. Does the director keep informed about state, regional, and national trends in library services?

APPENDIX 7

Request for Reimbursement

NHLTA Board Expense Voucher

Date: _____ Name: _____
 Address: _____
 Email: _____
 (PLEASE PRINT)

| EXPENDITURES | | | |
|---|-----------------------|---------|-----------|
| ***Attach Receipts for ALL Expenditures | | | |
| Date | Acct # (See Below) | Purpose | Amount |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total Expenditures | | | \$ |

| MILEAGE | | | | | |
|----------------------|-----------------------|------|----|-----------|-------------------------------|
| Date | Acct # (See Below) | From | To | Nr. Miles | Amount = miles x \$0.25 |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| Total Mileage | | | | | \$ |

| | |
|-----------------------------|-----------|
| Total Voucher Amount | \$ |
|-----------------------------|-----------|

Submitted by:

_____ Date _____ Your Signature

*****NOTE: EXPENDITURES AND OR MILEAGE EXCEEDING \$200 REQUIRES THE ADDITIONAL SIGNATURE OF AN NHLTA BOARD OFFICER**

_____ Date _____ Board Officer Signature

| | | | | | |
|---------------------------|----------------------|------|---------------------|--------------------|---------------------------|
| Account Categories | | | | 2170 TRAVEL | |
| 2010 | Postage | 2120 | NHLTA Conference | 2171 | NHLTA Board Meetings |
| 2020 | Telephone | 2130 | NHLTA Workshops | 2172 | Workshops/Orientations |
| 2040 | Assoc. Dues | 2150 | NHLTA Orientations | 2173 | NHLTA Conference |
| 2060 | Awards/Donations | 2160 | Special Projects | 2174 | NHLTA Committee Meetings |
| 2070 | Office | 2180 | Technology/Website | 2175 | NHLA/NELA Conference |
| 2090 | NHLTA Board Retreat | 3000 | Well-Library Visits | 2176 | NHLTA Award Presentations |
| 2100 | NHLTA Board Meetings | 4000 | Open Houses | 2177 | NHLTA Board Retreat |
| 2110 | Administrative | 5000 | Publicity | 2179 | Misc. Travel |

Expenses Must be submitted within 30 days to Mark Branoff, NHLTA Treasurer, 11 Leni Road, Windham, NH 03087

APPENDIX 8

Expense Reimbursement Guidelines for Out-of-State Events

The NHLTA board may authorize the president or another board member to attend an out of state conference, workshop, meeting or other event and cover the expenses of that member, including registration fees, travel, hotel, meals, and the like. Any restrictions on the amount of reimbursement will be established before the individual registers and makes travel arrangements. Guidelines for such limits follow.

A. Overnight Travel

- Allowable lodging cost is generally based on the least expensive available rate for single occupancy in moderately-priced, safe accommodations given reasonable personal convenience.
- The NHLTA member may stay at a place where lodging costs exceed the cost of a room at another hotel in the area if this practice (a) in the case of a meeting or conference and staying at the event site, enables the member to gain professional benefits due to interaction with other attendees, or (b) results in a lower overall trip cost to NHLTA as a result of reduced transportation or other costs.
- Reservations should be made as far in advance as needed to take advantage of advance purchase discounts or a special event rate.
- Travelers are encouraged to use their membership discounts when available.

B. Cancellation of Accommodations

- The traveling NHLTA member is responsible for the cancellation of room reservations if a trip is canceled.
- NHLTA is not responsible for any charges or penalties resulting from the traveler's failure to give proper notice of cancellation.
- The traveler should request and record the cancellation number in case of a billing dispute.
- NHLTA will pay for costs resulting from cancellations due to circumstances beyond the control of the traveler.

C. Receipts

- Travelers must submit all original, itemized receipts to support traveling expenses. The Treasurer shall be noticed within 30 days of such expenses.
- A credit card charge slip, photocopies, or faxed copies are not considered acceptable substitutes for original receipts unless original receipts are lost.

APPENDIX 9

Mildred McKay Scholarship Memo of Understanding with NHCF

**Memorandum of Understanding
The Mildred McKay (Scholarship) Fund
Established September 1, 1965**

New Hampshire Library Trustees Association gives to the New Hampshire Charitable Fund \$3,339.00 to establish a perpetual endowment fund to be known as the "Mildred McKay [Scholarship] Fund of the New Hampshire Library Trustees Association," the net income from which shall be applied annually for scholarship aid to residents of New Hampshire in order to improve library services within the State.

The selection of the recipients and determination of the amount of the scholarships shall be made by the Board of Trustees of the New Hampshire Library Trustees Association.

In the event that there are no applicants for the scholarships or there are no courses of study approved by the Board of Trustees of the New Hampshire Library Trustees Association, then the net income shall be applied to such other library purposes as are determined by the Board of Trustees of the New Hampshire Library Trustees Association.

In the event that the New Hampshire Library Trustees Association ceases to exist, or is inactive, or fails to recommend to the New Hampshire Charitable Fund the expenditure of the net income of said Fund within 6 months of notice of the amount of net income available for distribution, then the Board of Distributing Directors of the New Hampshire Charitable Fund may make distribution of the available net income for the benefit of the libraries of the State of New Hampshire.

The New Hampshire Charitable Fund will accept additions to the Mildred McKay Fund from the Library Association or other donors, will manage and invest the fund, and will furnish the New Hampshire Library Trustees Association with a copy of its annual audited report which will include a statement of the principal amount of the Mildred McKay fund and a summary of the income and expenditures of the fund.

| | | | | | |
|-------------------|-------------|---------|-------------|------------|---|
| Post-It® Fax Note | 7871 | Date | 7-27-07 | # of pages | 4 |
| To | Tom Wallace | From | Jean Abbott | | |
| Co./Dept. | | Co. | | | |
| Phone # | | Phone # | W-444-6557 | | |
| Fax # | | Fax # | W-444-0113 | | |