



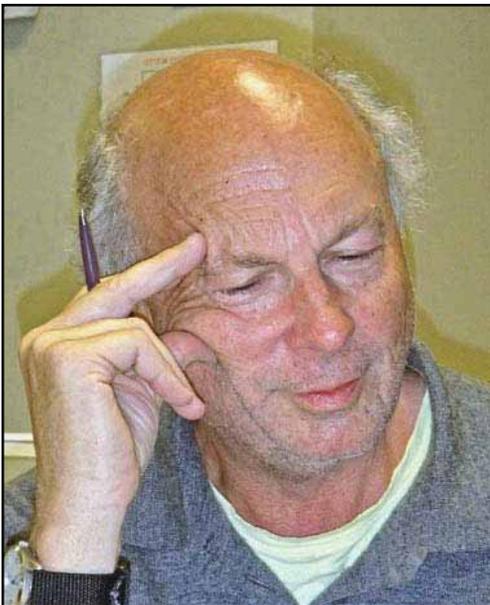
The Newsletter of the New Hampshire Library Trustees Association

ED MORAN, PRESIDENT ELECT

By Adele Knight, NHLTA Director,

Ed Moran, newly elected president of the NHLTA Board of Directors, brings an impressive array of skills and experience to the position. He has been on the board since 2013, and is currently the chair of the NHLTA Legislative Committee.

Initially, Ed was appointed to fill an unexpired term as a trustee for the Bedford Public



Library, and was subsequently elected for two terms. He has been chairman of the Bedford board for nearly six years. Ed has also served the Town of Bedford as a selectman, budget committee member, a member of the school board, and a town councilor. In addition, he has been affiliated with the Southern New Hampshire Planning Commission. In 1998, Ed was elected to the New Hampshire Legislature as a state representative for the Hillsborough County District 18. His term of office ended in 2012. For several terms Ed was appointed Chairman of the House Children and Family Law Committee. He also served on the pension review and reform committee. Professional experience includes practicing as an attorney and working in the fields of real estate development and investments.

When asked what he thought was the most pressing issue facing trustees today, Ed replied “Trustees need to steer their knowledge-based institutions through the technological whirlwinds and demonstrate the enhanced value of libraries to their communities. NHLTA has been an important vehicle for educating trustees and trying to improve their ability to manage and promote libraries as a community resource for nearly sixty years.” He would like to feel that the NHLTA is also enhancing the relationships and communication between trustees throughout the state as well as relationships between trustees and library directors.

Ed, we will all be in good hands with you at the helm of the New Hampshire Library trustees Association.

Officers were elected at the June 2014 Board meeting and take office July 1, 2014. 

RECORD TURNOUT FOR ORIENTATION WORKSHOPS

By Karen Sheehan Lord, NHLTA Director

With a record turnout of nearly 70 attendees, the April 29th Trustee Orientation Workshop held at the NH Municipal Association in Concord was a great success. Holding this workshop in the spring provided the opportunity for newly elected trustees to hit the ground running as they began their term of office. NHLTA Directors presented informational sessions on a variety of topics with the goal of providing both new and experienced trustees with tools to be more effective leaders. The topics covered by Bruce Cotter, Loring Webster and Susan Gaudiello included NH Laws Relative to Public Libraries; Library Trustee Job Description; Establishing Library Policies; the Budget Process from Adoption to Management; Trustee Board Meetings and the Right to Know Law; Trustees as Employers; and the Trustee as Library Advocate.

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2014 SPRING CONFERENCE

By Adele Knight, NHLTA Director

Thank you to the Education Committee and the NHLTA Directors who worked so diligently on the 2014 Annual Conference. As evidenced by the twenty-eight pages of responses to the on-line evaluation, all of your efforts were very much appreciated. Thanks also to the sponsors and exhibitors who contributed to the success of the event.

The theme of the 2014 Annual Conference was “Your Library: Where Community Connects.” The informative array of workshops and presenters was chosen to help trustees build and sustain relationships with their local governments and connect with their communities. And connect, they did! The post-conference survey which was posted within an hour after the end of the

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Areas that prompted the most questions were the Budget Process and Compliance with the Right to Know Law. Both of these are complex issues and could be the basis for stand-alone workshops. Mindful of the manner in which towns and cities develop and present their budgets and manage their funds varies from town to town and city to city, the goal of our presentation was to give an overview of the laws regarding budgets and to clarify any gray areas. Further articles on this topic may be in the offing.

Compliance with the Right to Know Law always generates many questions and much discussion. The topic of open meetings and what actually constitutes a meeting came up often. For example, trustees who carpooled and discussed library business wondered if they were out of compliance. The use of e-mails to conduct business was also the subject of discussion. The NHMA website at <http://www.nhmunipal.org/service/right-to-know> can provide readers with additional information in a very helpful manner. Questions regarding Non-public Sessions and lack of clarity on this topic may also be answered on the NHMA webpage at this website, where readers will find a form for taking minutes for such a sessions. Questions regarding the evaluation of the Library Director and the general category of personnel management also arose. NHLTA directors recommend the use of the NHLTA LISTSERV as a valuable tool for querying other trustees on topics like these. After a brief session on Library Advocacy, Susan Gaudiello ended the workshop by strongly encouraging all trustees to sign up for the listserv on the NHLTA webpage. Responses from the audience survey taken after the workshop were overwhelmingly positive and included compliments on the professional approach taken towards the session and the excellence of the speakers overall. Because of increased demand, a second orientation session was held on June 11th with over 40 registrations.

The following comment from the evaluations sums up the value of these workshops.

“I applaud NHLTA for providing this type of training. It’s important for old and new trustees to understand and observe the laws which will enhance their advocacy of libraries.” 

MCKAY SCHOLARSHIPS AVAILABLE

By Mark Branoff, NHLTA Treasurer

Scholarships are available from NHLTA’s Mildred P. McKay Scholarship Fund. The mission of the NHLTA is to develop an effective body of library trustees for the support and promotion of library services throughout New Hampshire. McKay scholarships provide aid to residents of New Hampshire for the purpose of improving library services in the state. NHLTA’s Board of Directors believes that continuing education is the prime factor in providing the highest quality of library services.

Most McKay scholarship applicants are either a current library trustee or a present employee of a New Hampshire library. Applications are also considered from a board member of a specific fundraising or service body of a library. Also, groups of boards, such as a library consortium, may apply as a unit to present a workshop for members, including staff, of the consortium. McKay scholarship recipients and the amount of aid are determined by NHLTA’s Scholarship Committee.

In recent years, most scholarship awards were for library conference fees. There have also been awards for library related workshop costs, for MLS course tuition and for the fees of a professional presenter before a board. The topic of the conference, workshop or course must be directly related to the responsibilities and skills required by the attendee’s position.

A brief historical perspective on the Mildred P. McKay Scholarship Fund was printed on page 11 in the Spring 2014 NHLTA Newsletter.

Criteria for scholarship eligibility and the scholarship application can be found on NHLTA’s website, www.nhlta.org. 

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MESSAGE FROM THE PRESIDENT...

Continuing education for Trustees is available in many forms.

Thank you for your interest and participation in NHLTA activities these past few months. It is evident that trustees are eager to learn all

that they can. The recent Orientation workshop, which explains the duties and responsibilities of trustees, was met with such enthusiasm that another was scheduled to handle the overflow. See the write-up on page 1. The Annual Conference did not disappoint either. We enjoyed record attendance and informative speakers and presenters. A review of the conference starts on page 1.

The duties and responsibilities of a library trustee can be awesome and involve having knowledge in many areas, including Library RSAs, finance, and personnel and employment issues. You can't be expected to know all that immediately as it does take time to assimilate everything, but you can learn and continue to learn all it takes to be an effective library trustee. So if you missed the orientation workshop or the conference, or wish to review the basics, there are other resources to be tapped. Continuing education is available in many forms:

The **NHLTA Website** (www.nhlta.org) contains a wealth of information. Click on Conferences/Workshops/Resources: there you will find preliminary notes from this year's conference and the PowerPoint presentations of conference keynote speakers and presenters from the past three years. And, PowerPoint presentations from NHLTA's orientations and other workshops. Do you need help with the basics of running a meeting or taking minutes? You will find samples of meeting agendas, meeting minutes, a non-public session form, Best Practices and much more. Some fellow trustees have kindly agreed to let us post their policies and by-laws. This is so helpful because you do not have to reinvent the wheel but can, and should, tailor them to fit your own library. You might find an answer to one of your questions by checking the FAQ section, or by submitting an inquiry to "Ask Us". The NHLTA Listserv is another avenue for making inquiries which may be responded to by NHLTA directors and/or other library trustees.

And, don't forget the **NHLTA MANUAL: A Guide for Library Trustees**. I have reviewed it often, and yet I will go back to it again and again because it includes so much. When I receive calls or emails from trustees seeking advice, I often refer them to the RSAs or the financial or personnel information that is included in the manual. If you do not have a copy, it is available on the NHLTA website at www.nhlta.org.

A most valuable source of information is **Terry Knowles** from the State of New Hampshire Department of Justice, Charitable Trusts Unit. Terry presents a workshop for Library Trustees each June during which she talks about library RSAs including trustee authority to accept and expend gifts, expending all money raised and appropriated by the town or city for library purposes, warrant articles, fines and income-generating equipment, and much more. No matter how many of Terry's workshops I attend, I always come

away with something new. Not only does Terry keep current with library issues, but she answers a myriad of questions that often point out an aspect of a situation or problem I never thought of before. In addition to Terry's sound advice, Assistant Attorney General Lisa English is very knowledgeable about the Right to Know Law. If you missed Terry's workshop this year, make it a point to attend the next one. Terry is also very responsive to problems that arise during the year and will usually give you a quick turn-around reply to an email.

The **NH STATE LIBRARY** website (www.nh.gov/nhsl) contains links to resources, statistical information, sample policies and a variety of other tools. You should know that each library in the state submits an annual report to the state library that provides data about services, programs and personnel information. Library personnel and trustees can compare their services and wage data with libraries of similar size to demonstrate the need for increased spending and expansion to budget committees and boards of Selectmen. This is a handy reference to have at budget time. Check it out today. http://www.nh.gov/nhsl/lds/public_library_stats.html.

There is also a means by which trustees can help each other continue to learn. Two years ago, NHLTA directors hosted a series of informal **Regional Trustee Gatherings** throughout the state. The purpose was to foster interest and to spur formation of new groups. These informal get-togethers really are so helpful to the trustees that attend. One has an opportunity to share ideas, boast about their successes, ask questions and seek answers to problems. Perhaps the quandary you are in because of an issue that has come up in your library has been experienced by another trustee who would most likely be very happy to share how it was resolved. Hosting trustees are usually delighted to give you a tour of their library, which is another way to get ideas. Bring your camera and send us your photos.

The **NHLTA Newsletter** is published and distributed quarterly to give you information and point out resources that will help you fulfill your responsibilities as library trustee. In recent years, several new columns have been added: Policies Every Library Should Have, Regional Trustee Networking News, Trustee Toolkit, and Library Profile. The editors also plan to focus on tools to help you advocate for your library. Please let us know if you have any suggestions for other columns or news about your library.

Other resources are: the **American Library Association** (www.ala.org) website which contains many resources and addresses library issues including advocacy; the **New Hampshire Municipal Association** (www.nhmunipal.org) website often posts articles that relate to library trustees and has a legal department whose staff will answer questions if your town is a member of the NHMA; and **Kate DeForest**, attorney at Sulloway & Hollis, PLLC, Concord, and the NHLTA legal advisor.

Adele Knight
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LIBRARY PROFILE

THE ABBOTT LIBRARY

By Peter Urbach
Vice Chair, Board of Trustees

The Abbott Library in Sunapee will soon be moving out of its 88 year old building into a new building, more than doubling the current space and tripling the available parking. This is the successful conclusion of a 12 year effort to build a new library that involved three different voter-approved sites—two of which were subsequently withdrawn by the voters, and two major fundraising efforts—one of which ended in refunding most of the \$1.8 million in donations collected. A total of 10 warrant articles between 2002 and 2012 were involved including two petition articles calling for the cessation of previously approved projects. In addition, two Cy Pres petitions were filed with, and approved by, the Probate Court. It was not an easy path nor a smooth one but the new building is now almost ready and there has been a healing of divisions caused by the long and often contentious efforts.

The original Abbott Library building was built in 1926 with a bequest from Martha Abbott—hence the library name. The old building was expanded in 1984 to its present 3,460 square feet and that has been recognized as too small for needs of the town for the last 20 years.



The town purchased nearly 3 acres of land in 2012 which provided land for the new building and future expansion. The new site is ¼ mile down Route 11 from the old building.

The new building is all on one level with good sight lines from the centrally placed circulation desk over the low bookshelves throughout most of the public spaces. High density moveable shelving in one corner for lesser-used books makes up for the book storage space lost by using the lower bookshelves. Radiant heated floors will provide comfortable warmth in the winter months while central air will provide cooling in the summer. A large skylight in the center of the building provides additional daylight while large windows provide an excellent view of Mount Sunapee.

To raise funds for the new building the library trustees established a non-profit 501(c)(3) foundation with several library trustees and members of the public on its board. Over two years the foundation raised \$1.3 million toward the \$2.7 million cost of the new library. The remaining funds came from prior private contributions, prior town contributions to a capital fund for the new library and a town loan of nearly \$1.0 million to be repaid from tax funds over 20 years.

The Abbott Library serves the 3,300 permanent residents of Sunapee as well as the additional estimated 6,000 summer residents and visitors. Staffing consists of two full-time employees, four part-timers, and three regular volunteers.

Both Adult and Children's programming have grown the past year. Book discussions, knitting groups, after-school activities, and story times are regularly scheduled. Many additional new programs have been held, including HackerSpace, Fancy Nancy Tea Party, Affordable Health Care Act Information session, and various author visits.

The Abbott Library has expanded its online services quite a bit over the past few years. Besides the New Hampshire Downloadable Books, the library offers Mango Languages, Freading, Freegal, IndieFlix, and ESequels. The library also has Boopsie, the mobile device platform which has proven to be very popular. With all of these new electronic services, active support for patrons with questions on the use of their electronic devices and library electronic services has become a significant interaction between library staff and patrons.

Our current major focus is on the detailed final planning for the new building—what type of tile in the bathrooms, what floor covering near the coffee bar—and on planning the move to the new building. As is so often reported in the literature, we fully expect demand for service to increase considerably when we open in the new building. 



Construction photos, plans, and information about the project are available on the Abbott Library website: www.abbottlibrary.org.

PRE-CONFERENCE SURVEY

By Adele Knight, NHLTA Director

Some interesting statistics and comments were compiled from the 108 people who responded to the pre-conference survey.

What is your age?

- under 30 yrs:** 0
- 30–40 yrs:** less than 10%
- 40–50 yrs:** 10%
- 50–60 yrs:** 12%
- 60–70 yrs:** over 50%
- 70–80 yrs:** 18%
- over 80 yrs:** 0

How long have you been a trustee or an alternate?

- less than 1 yr:** 20%
- 1–3 yrs:** 20%
- 6–10 yrs:** 12%
- 10+ yrs:** a few so long that they can't remember

What are your top five concerns?

- 40%:** having enough space
- 39%:** how our library needs to evolve to meet the future
- 36%:** sufficient funding
- 30%:** having more service for teens
- 27%:** ability to carry out a Capital project

What are your bottom five worries?

- 12%:** that our Board of Trustees is not doing a great job
- 9%:** that we do not have enough policies and procedures
- 7%:** that our library director is not doing a great job
- 7%:** I am a trustee, but nothing keeps me awake
- 6%:** our board's unwillingness to engage in fundraising efforts

What comes to mind when you think of the word LIBRARY?

Interestingly, the answers were assorted according to responses from the different age groups. I am listing only the key and most often used words by age groups:

- 30–40 yrs:** Resources, Innovation, Education
- 40–50 yrs:** Friendly, Revitalized, Information, Value
- 50–60 yrs:** Wonderful, Community, Quaint, Resourceful
- 60–70 yrs:** Community, Wonderful, Friendly
- 70–80 yrs:** Service, Community
- Overall:** Service, Community, Wonderful



Make A Difference: Volunteer!

NHLTA is offering an opportunity to trustees to apply their skills in support of the mission and activities of the Association. The Board of Directors is an all-volunteer group of current and former library trustees. We need volunteers to work on a project-by project basis and on a long-term basis as sitting members of the board.

For information on how to volunteer with the NHLTA, please contact Loring Webster at l.webster@nhlta.org or Adele Knight at a.knight@nhlta.org with an estimate of the time you can offer, areas of interest, special skills, and degree of passion for libraries!

If you are passionate about libraries and want to make a difference—step up and volunteer!

2014 CONFERENCE



John Chrastka had everyone's rapt attention during his workshop.

The New Hampshire Curmudgeon

Libraries Are Going Away? Think Again!

Dispelling the myth that the Internet makes libraries obsolete.

Contrary to the opinion of some, libraries are thriving. Today's libraries are offering and being inundated with requests for additional services and programs. New libraries are being built to meet the expanding needs of their communities. Books? Those are only the beginning!

Preschoolers are reading more than ever. Working commuters are borrowing books on tape at an ever-increasing rate. Seniors continue to enjoy the availability of a comfy chair and a good book or magazine. New programs and activities are being offered to broaden horizons for all ages.

The Pew Research Center released a report in March stating that "More than two-thirds of Americans are actively engaged with public libraries. This means that many people have a stake in the future of libraries." The report further states that "90% of Americans ages 16 and older say that the closing of their local public library would have an impact on their community."

New Hampshire cities and towns are responding. The following list of recent expansions and new builds shows what's really going on in NH libraries today.

...Well, at least I planned to publish the list. Guess what? The list is TOO BIG! So here is a brief summary.

There have been 57 library construction projects completed or planned in New Hampshire between 2005 and 2018. There have been 14 new builds and 12 additions between 2005 and 2014. There are 10 new libraries and 6 additions planned for 2015-2018. There have been no closures during this time period. You can go to the NHLTA website for a complete list; maybe you could print out a copy for the next person who tells you that libraries are a thing of the past.

So my reply to the statement "Libraries are going away" is: ***Libraries are alive and well and thriving in New Hampshire. Better check your facts, Mr. Nay-Sayer!***

POLICIES EVERY LIBRARY SHOULD HAVE

Thank you to the Peterborough Town Library for sharing their Social Media policy.
This is a sample and should be tailored to fit your library.

SOCIAL MEDIA

Purpose

The Peterborough Town Library is committed to providing quality materials and services, which meet the educational, cultural and recreational aspirations of the community in an atmosphere that is welcoming and respectful. To help achieve this goal, the library utilizes social media to create welcoming and inviting online spaces where library users may interact with staff and other users while finding useful information relating to the library's activities and resources.

Goals

The goals of the library's social network sites are:

- To inform the public about library resources and activities.
- To increase the public's use of those resources.
- To provide additional communication with members of the public.

Definitions

Social software is defined as any web application, site or account that facilitates the sharing of opinions and information about library related subjects and issues. It includes such formats as blogs, list serves and social network pages and posts.

Privacy/Parental Control

The library does not collect, maintain or otherwise use the personal information stored on any third-party site in any way other than to communicate library-related information to users on that site, unless granted express permission by users for library contact outside of that specific site. Users may remove themselves at any time from the library's social media site(s), or request that the library remove them. Users should be aware that third party websites have their own privacy policies and should proceed accordingly.

Users are encouraged to protect their privacy and avoid posting personally identifying information.

As with more traditional resources and the Internet, the library does not act in place of, nor in the absence of, a parent/guardian and is not responsible for enforcing any restrictions which a parent/guardian may place upon a minor's use of social software.

Liability

The Peterborough Town Library assumes no liability regarding any event or interaction that occurs between participants in any library-sponsored social media, and does not endorse content outside of pages maintained by the library and posts created by library staff in the course of their employment duties. By posting content,

the user agrees to defend, indemnify and hold harmless the library and its trustees, employees and volunteers from and against all liabilities, claims, judgments, damages and costs (including attorney fees) incurred by any of them which arise out of or are related to post content.

Monitoring/Inappropriate Content Removal/Appeal

The library uses social media to form connections with the public by encouraging conversations and the exchange of information online.

The library's social media forums are limited public forums. The library requires that users stay on topic and abide by the law, and reserves the right to modify or remove any messages or postings it deems, at its sole discretion, to be harassment, obscene, defamatory and/or threatening to any individual or group, that is purely commercial or represents organized political activity, in violation of copyright, trademark rights or other intellectual right of any third party, or otherwise inappropriate for the service. (This list is not exhaustive.) Notwithstanding the foregoing, the library is not obligated to take any such actions, and will not be responsible for or liable for content posted by members of the public (see above: liability).

Any member of the public who wishes to contest modification or removal of postings should do so in writing to the library's Board of Trustees.

Library Social Media Policy—Staff Guidelines

Library employees must be sensitive to the fact that social media and online forums can blur the distinction between an individual's personal and professional (official) identities.

Staff members who maintain personal social networking sites must clearly delineate between material on their personal site and work-related postings. Any comments about work-related issues must bear a disclaimer that they do not represent the organization. Personnel postings which break any personnel policy rules or state and/or federal laws, including those pertaining to privacy (including the confidentiality of patron records); harassment; or which cause damage to the library's standing in the community may be grounds for disciplinary action, including termination, regardless of whether the post was done during work or personal time. Always remember: Please make sure your words are kind, for you may have to eat them someday. 

WILMOT “Days of the Blackbird” FESTIVAL

By Margaret Doodey and Kendel Currier

Photos by Carol Weatherbee

Tomie dePaola — writer and illustrator of *Strega Nona* and more than 200 children’s books, and former Wilmot, NH resident — charmed and delighted young and old alike at the Wilmot Public Library on January 27, 2014. He was kicking off the first-ever *Days of the Blackbird* Festival by reading his book of the same title. The idea for the festival was conceived by Library Director Rosanna Eubank Dude, upon learning the story behind the book.

Tomie explained that the idea for his book began many years ago with his complaining about the very cold weather, one evening late in January, when he arrived at Wilmot’s La Meridiana restaurant for dinner. La Meridiana’s chef/owner Piero Canuto responded by telling Tomie the Italian legend of the “days of the blackbird,” about the last three days of January being the coldest days of the year. According to the legend, white doves hide in chimneys during January for warmth, and emerge black from the soot.

“Thank goodness it was cold that night...and I was hungry!” Tomie concluded. Tomie’s *Days of the Blackbird* book is dedicated to Piero.

After researching the legend, Tomie set his blackbird story in the Piedmont area of northern Italy, with scenery like that of Piero’s

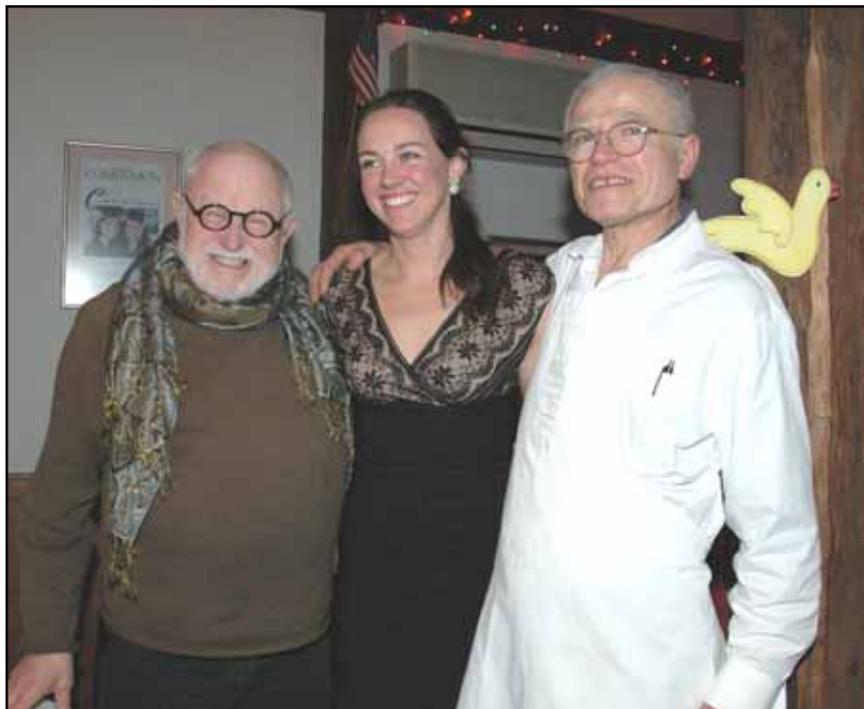


childhood. “The scene outside the library tonight looks a lot like that area of Italy, with the mountains and the sunset,” observed Tomie before beginning the reading.

When Tomie finished reading his book, he had a lively conversation with the adult listeners in the group, describing colorful characters in his family and reminiscing about Wilmot people and events. Led by Rosanna, the children enjoyed creating black and white birds by gluing feathers to cardboard cutouts of birds.

On January 29, 30 and 31, the festival continued with dining at La Meridiana. The birds the children created at the library were hung as decorations, adding to the restaurant’s own blackbird themed displays and special centerpieces. Many area residents enjoyed the special menu Piero created for the festival—old favorites and new dishes—delicious offerings savored by one and all.

At the conclusion of Friday night’s meal, Tomie led the gathering in a toast to Piero, for his inspiration and his fine food. As Rosanna enthused, “This festival is a special celebration of two of Wilmot’s most treasured characters: Tomie dePaola and Piero Canuto. We’re hoping this will become not only an annual tradition, but that it will grow over the years.”



conference elicited some interesting and useful responses and comments. Evaluations of the keynote speakers and all of the workshop presenters, the value of the preliminary versions of their presentations which had been posted on the NHLTA website, and of the facility were mostly very positive. There were many comments, and some suggestions, which are always taken to heart by the Education Committee and NHLTA Directors. They will be carefully considered as the 2015 conference is being planned.

Keynote and Workshops

Attendees really liked keynote speakers Peter Pearson and Sue Hall because they were professional, knowledgeable and interesting. Terry Knowles continues to be a favorite with her delivery and outstanding knowledge of *The Other Money* and *A Firm Foundation*. All the presenters were very well received. John Chrastka, last year's keynote speaker, returned to talk about planning a warrant article and campaigning for it. Peter Royce explained the role of a Treasurer, and Tom Ladd told us how important it is to make friends with Friends of the Library. Douglas Bencks, a local trustee chair and architect, explained about library building as his library has recently completed the renovation and addition process. Our keynote speakers also presented two workshops: *All Aboard: Great Teams, Great Meetings, Great Results and Cultivating the Who's Who: Engaging Local Celebrities in Your Mission*. Kate DeForest, NHLTA's legal advisor, explained the ABCs of Library RSAs, trustee Melissa Prefontaine described *How To Fight For the Library (and Not With The Town)*, and Sandra Mitchell talked about fundraising in her presentation, *Making the Personal Ask*. A lot of information was delivered to trustees in a day's time. The give and take, questions and answers, networking and interaction were invaluable.

New Venue

As you know, we changed the venue of the event to the Grappone Conference Center in Concord in order to accommodate more attendees. As a result, there were over 300 eager registrants plus NHLTA Directors, guests and supporters. The food was terrific although there was concern expressed about the long lunch lines which we will try to alleviate next year. The central location worked better for many attendees as it reduced the distance to travel to the conference.

Sponsors

For the second year in a row, we were very fortunate to have sponsors help underwrite our conference. It is definitely a plus when sponsors believe in the value of the NHLTA and choose to support us. For the first time, we had ample space to attract a number of exhibitors who felt that their part in the conference was worthwhile. The exhibitors enjoyed the interaction and, according to our survey, our attendees did too. We are happy to announce that the 2015 Conference will also be at the Grappone Conference Center on Monday, May 18th.

Advocacy

Just before the business meeting, NHLTA Director Susan Young Gaudiello spoke about the importance of Library Advocacy. She explained that advocacy is a process which educates the public and policymakers about the current and evolving roles and values of

libraries, promotes library programs, and pursues adequate financial support for libraries. Following along with her PowerPoint slides, Susan elaborated on these points: *Why We Should Advocate for Libraries*, *Limitations on Trustees as Advocates*, *First Steps of Becoming a Trustee Advocate*, *NHLTA's Plans for Advocacy Tools for Trustees* and *How You Can Help*. She emphasized that advocates are the "Voice of the Library." You will be hearing a lot more about library advocacy in the next few months.

Annual Meeting

The business meeting included the explanation and subsequent acceptance of several by-law changes, the election of new NHLTA Directors, and the awarding of Certificates of Recognition to valued directors and committee members who have retired this past year. The following people were honored for their exemplary service and dedication to promoting education for all trustees:

Marie Harris—former trustee of the Barrington Public Library, author and NH poet-laureate, and member of the NHLTA Conference Planning Committee.

Christie Sarles—former library trustee, current co-librarian at the Tuftonboro Free Library, and a member of the NHLTA Conference Planning Committee.

Elizabeth Ives—former NHLTA Director and President, current Chair of Trustees for the Derry Public Library, and member of the NHLTA Conference Planning Committee.

Bruce Cotter—retired NHLTA Director, former trustee and chair of the Wiggin Memorial Library in Stratham, and former chair of the NHLTA Fundraising Committee. Bruce still serves as a presenter at NHLTA Orientations.

Bob Gilbert—former NHLTA Director and for many years a member of the Finance, Legislative and Education committees. Bob is chair the Board of Trustees for the Mary E. Bartlett Library in Brentwood and continues to help the NHLTA with Orientations.

Kathy Meserve—retired NHLTA director and former chair of the Education Committee. Kathy was instrumental in securing the Grappone Center for this year's annual conference. She also served as the NHLTA liaison to the NHLA. Kathy is currently a trustee and treasurer for the Newton Public Library.

LibraryCorps

During the lunch break, the NHLTA LibraryCorps was off to a good start when Marie Harris interviewed a number of Trustees to find out what they particularly liked about their libraries and about libraries in general. These stories will be made into short videos for the NHLTA website and for presentations in your town. If you would like to contribute your own short videos to our LibraryCorps project, please contact David Hallenbeck at d.hallenbeck@nhlta.org for more information.

2015

The **2015 NHLTA Annual Conference** will be held at the Grappone Conference Center in Concord on **Monday, May 18**. We look forward to seeing you there. 

THANK YOU CONFERENCE SPONSORS, EXHIBITORS, AND CONTRIBUTORS

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NHLTA Director Karen Sheehan Lord handled late registrations.

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From left: NHLTA President Adele Knight and NHLTA Education Committee Conference Planning Committee members Marie Harris and Christie Sarles,

2014 TRUSTEE ORIENTATION



NHLTA Director Loring Webster answers a question from a full house at the April Orientation session.

2014 ANNUAL AWARDS

Deadline for submissions: July 31, 2014

Each year, the NHLTA presents awards to individuals or groups who have given exemplary library service to their community. The awards are: *Library of the Year*, *Lillian Edlmann Trustee of the Year*, *Library Director of the Year*, *Special Service Contribution Award*, *Dorothy M. Little Award*, and the *Sue Palmatier Award For Outstanding Support By A "Friends of the Library" Group*.

More information on the NHLTA website www.nhlta.org.

FRIENDS GROUPS

MAINTAINING FRIENDS GROUPS 501 (C)(3) STATUS

"Most Friends of the Library groups do not make enough money to meet the filing requirements of the form 990 or 990EZ with the Internal Revenue Service BUT they still have to file the 990-N on an annual basis or the IRS will revoke their tax exempt status. If a Friends group has lost its 501(c)(3) status for failure to file the 990-N it will have to start all over again and reapply for tax exempt status."

—Terry Knowles, Assistant Director
Charitable Trusts Unit
Ofc of the Attorney General, NH DOJ

Link to the IRS Form 990-N (e-Postcard) is on the NHLTA website at www.nhlta.org.

Friends may also be able to get help with their IRS filing questions from a Taxpayer Advocates Office. Link is also on the NHLTA website at www.nhlta.org. 

FREQUENTLY ASKED QUESTIONS

The content provided by these FAQs is for informational purposes only and is not, and should not be considered a substitute for legal advice.

INCREASE NUMBER OF TRUSTEE BOARD

QUESTION: The Library Board of Trustees is interested in changing the number of trustees from 3 to 5. Could you please tell me how they would go about it?

ANSWER: The change would require a warrant article to be voted upon at a town meeting, with language something like:

"To see if the Town will vote to change the number of library trustees from three to five, in accordance with RSA 202-A:6. If the town votes to enlarge the board to 5 members, at the first annual meeting following this meeting, the town shall elect 2 members for a 3-year term and one member for a one-year term. At the next succeeding annual meeting 2 members shall be elected for a 3-year term, at the next following annual meeting one member shall be elected for a 3-year term, and at succeeding annual meetings members shall be elected to fill the vacancies regularly occurring."

As to the procedure for moving from 3 to 5, use the election procedure from RSA 41:8-e, which deals with moving from 3 to 5 selectmen. If the selectmen do not agree to place this article on the warrant, it can still be placed as a result of a citizen petition in accordance with RSA 39:3.

202-A:6 Library Trustees; Election; Alternates. – The library trustees shall have the entire custody and management of the public library and of all the property of the town relating thereto, including appropriations held pursuant to RSA 202-A:11, III, but excepting trust funds held by the town. Any town having a public library shall, at a duly warned town meeting, **elect a board of library trustees consisting of any odd number of persons which the town may decide to elect.** Such trustees shall serve staggered 3-year terms or until their successors are elected and qualified. There may be no more than 3 alternates as provided in RSA 202-A:10.

COMMITTEE MEETINGS AND RSA 91-A

QUESTION: What constitutes a meeting? Is a committee/sub-committee of a Library Trustee board bound by RSA 91-A (Right to Know) laws?

ANSWER: Yes, per the definition of RSA 91-A.

RSA 91-A:1-a Definitions.

VI. "Public body" means any of the following:
(d) Any legislative body, governing body, **board**, commission, committee, agency, or authority **of any county, town, municipal corporation**, school district, school administrative unit, chartered public school, or other political subdivision, **or any committee, subcommittee, or subordinate body thereof, or advisory committee thereto.**

Library Trustee boards and any Library Trustee committees fit the definition of "Public Body" RSA 91-A:1-a, VI.(d). Thus, Library Trustee committee meetings are also subject to the regulations Right-to-Know laws. 

NHLTA DIRECTOR PROFILES

TINA LAROCHELLE

By Adele Knight, NHLTA Director

Tina Larochelle from Boscawen is one of the NHLTA's newly elected Directors. Tina has always liked libraries so when she discovered that there was an opening on the Board of Trustees at the Boscawen Public Library she ran for the position. Tina has been a library trustee for three years and currently serves as the board treasurer.

Professionally, Tina worked at the NH State Laboratory as a medical technologist and clinical and public health microbiologist. She is also the founder and operator (with her husband) of Apple Ridge Farm which boasts an orchard, bedding plants, vegetables and horses.

Tina has experience in communications, marketing and public relations, education and program planning, all of which will make her a valuable member of the NHLTA Board of Directors. Tina has been a 4 H leader, Founder/Life member of the Twin State Saddlebred Association and has volunteered on various church boards and at the NH Hospital. It is no surprise that Tina serves as the Town Agriculture Commissioner because she has been a NH Master Gardener since 1993.

When asked about her personal commitment to the NHLTA, she answered that she would be thrilled to serve on the board. "Libraries are growing in leaps and bounds, and are indispensable providers of education and fun to all in the community."



Tina thinks that the conference ran very smoothly. She attended three workshops and found them all useful. She added "It is so important for the NHLTA to get the information out there to the trustees. The duties of trustees are becoming more complex; there is so much trustees need to know, how to get it done, and it does take time to learn it."

Welcome aboard, Tina!

CLAIRE MARTINEAU

By Adele Knight, NHLTA Director

Welcome to the NHLTA Board of Directors, Claire. The members of the board look forward to working with you. Claire has lots of experience as a library trustee, having served for 18 years at the North Stratford Public Library, several of them as Treasurer.



A love of books and a passion for reading have sustained Claire since she was a child. She commented "Books offer so much to the reader—an escape, an adventure to anywhere." It has always been books for Claire so when an employment position that involved books became available she pursued it. Claire's professional background in book production and purchasing for advertising and direct mail has given her good time-management and organizational skills and a flair for details. Volunteer activities include serving as a secretary and treasurer for the Cohos Historical Society and as Treasurer for her church. She is also a Supervisor of the Checklist.

We are excited about Claire's decision to act as board liaison and "voice" for North Country Trustees. Claire realizes that the remote location of libraries in the North Country coupled with tight funding issues reduces their ability to attend programs, seminars and workshops offered in the southern part of the state. She plans to host a roundtable discussion at a central location sometime in late June. Quoting Claire, "The purpose of this discussion will be to give voice to the NHLTA about those things North Country libraries do well, need help with, and need resources to do better. We can share news with our peers, build relationships and brag about ourselves." Claire's goal is to bring everything to the table and establish an open dialogue for the benefit of all the libraries in the North Country. This is a huge geographic area to be covered and travel could be a problem so if you miss the first roundtable discussion there will be another one planned.

As a first time attendee at an NHLTA Annual Conference, Claire said it was most informative and the networking was invaluable.



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CALENDAR 2014

July 2	10:00 am	NHLTA Board of Directors meeting • The Center (NHMA) 25 Triangle Park Drive, Concord
August 6	10:00 am	NHLTA Board of Directors meeting • The Center (NHMA) 25 Triangle Park Drive, Concord
September 3	10:00 am	NHLTA Board of Directors meeting • The Center (NHMA) 25 Triangle Park Drive, Concord

Enjoy the Summer!

New Hampshire Library Trustee STAFF

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The *New Hampshire Library Trustee* is published four (4) times a year by:
New Hampshire Library Trustees Association
53 Regional Drive, Suite 1, Concord, NH 03301

The newsletter serves as a means of providing information and news to library trustees in the state of New Hampshire. Subscriptions are included as part of the annual dues for the New Hampshire Library Trustees Association. The content published is for informational purposes only, and is not and should not be considered a substitute for legal advice.

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POSTMASTER: Address correction requested.