

NEW HAMPSHIRE LIBRARY TRUSTEES ASSOCIATION
BOARD OF DIRECTORS MEETING
Local Government Center, Concord, NH
SEPTEMBER 4, 2013

Present: Knight, Webster, Moses, Kirwin, Snelling, Davis, Moran, Gaudiello, Branoff, Hallenbeck, Gilbert, Meserve, Edelman, Emeritus Director, Michael York, State Library Liaison
Excused: Cotter, Lord

Meeting called to order by President, Adele Knight, at 10:00 a.m. The Pledge of Allegiance was recited.

Minutes: MOTION (Gaudiello/Gilbert) Minutes of August 7, 2013 approved. **PASSED.**

Treasurer's report: Report e-mailed. Branoff reported on a few big expenses due in Sept. Uncle Bob's self storage rental (we pay annually for 13 months) \$756. Conrad will update the names of the key holders as Knight and Snelling. We also have the CPA bill for \$975 in Sept.

The NHLTA Financial Review for the last fiscal year was handed out. This review was completed by public accountant, J. Kenneth Fordham, CPA, Amherst, on August 28. Fordham's report matches NHLTA's June Treasurer's report for fiscal year-to-date. Our income has now exceeded the amount for the short IRS postcard filing. We have to file a more detailed form showing how our expenses align with our mission statement. We are spending more than 75% on program services. Fordham is preparing NHLTA's IRS and NH Attorney General's filings.

Branoff reported that we have additional income to spend on programs. We might consider setting up another scholarship fund. Gaudiello suggested using some of the money to fund a lobbyist. She also suggested some technology investment for educating local library Trustees. Moran suggested that the Finance Committee check with Terry Knowles on what the average income/expense ratio with non-profits in NH before the next meeting. Gaudiello suggested that we have a policy on reserves. Knight suggested that the Finance Committee discuss this before the next budget discussions.

MOTION: (Moses/Davis) to accept the Treasurer's report. **PASSED.**

REPORTS:

- **Administrative Services:** Cornerstone is now using Access for the membership database. Hallenbeck can obtain the Microsoft office software he needs for a good price, \$32. Any board member needing the software for NHLTA business should let David know. Kirwin said she needed it.
- **Board of Legal Advisors:** Moran will touch base with the Dean of the UNH Law School to see if students could help us out with the law questions, reaching out to retired attorneys. Gaudiello asked if that would help with the "quick turn-around" answers—48 hours is a goal.
- **Communications:** Deadline for the Newsletter is Friday.

OLD BUSINESS:

1. **Conference Sponsors:** Gaudiello is sending letters to last year's sponsors next week. The flyer will go out to all the prospects the end of October. Any suggestions of prospects should be sent to Gaudiello. If we sold all the workshops and sponsorships we could make \$8800.

2. **Orientations.** Meserve has sent out the information. Facilitators need to send the attendance lists back to Hallenbeck immediately following the orientation so that he can send the evaluation.
3. **Advocacy:** Hallenbeck reported on the survey he sent out. Key thing is basically promoting the Libraries' interests. We have a general consensus on what advocacy is and he will be working with Adele to synthesize the advocacy ideas down to a workable list for the retreat. Gaudiello asked that time be reserved at the retreat for other important issues. Adele will be meeting with our facilitator to set the agenda for the retreat. Hallenbeck urged all directors to send ideas for the retreat to Adele, Loring or David.

MOTION: (Moran/Kirwin) that we have a subcommittee to explore community engagement and relevance of libraries. **PASSED.** Moran will spearhead this.

Hallenbeck distributed booklets on Advocacy that he collected from the ALA conference.

4. **NHMA Conference presentation.** Hallenbeck presented an outline in progress for the NHLTA workshop presentation.
5. **NHMA Conference Booth.** Webster reported on having a booth. The cost is \$200 which includes names badges for 6 people. That would be cheaper than sending four delegates to attend. **MOTION** (Moran/Kirwin) That we have a booth at the NHMA conference, November 6-7 for \$200 **PASSED.** Gaudiello suggested that our booth consists of display items and no electronics.
6. **November NHLTA Board meeting: MOTION** (Webster/Hallenbeck) that we postpone our November meeting to the 13th. **PASSED.**
7. **Administrative Services:** Discussion about extending Cornerstone's contract. Consensus was that we were satisfied with the job they are doing. **MOTION** (Gilbert/Davis) that we continue with Cornerstone. **PASSED.**
8. **November NHLTA Board meeting reconsideration: MOTION:** (Gaudiello/Moran) MOVED that we reconsider the scheduling of the November 13th and not meet in November. **PASSED.**

NEW BUSINESS:

1. Webster announced the awards:
 - Library of the Year—Hooksett Public Library
 - Trustee of the Year—Patti Osgood, Tucker Free Library, Henniker
 - Director of the Year—Rosanna Eubank Dude, Wilmot Public Library, Wilmot
 - Dorothy M. Little Award—Peter E. Moore, Lincoln Public Library, Lincoln
 - Friends of the Library Group Award—George & Ella M. Rodgers Memorial Library, Hudson
2. Knight will be making a presentation in November at the NHLA Conference on working together. Send her suggestions.
3. Committee goals need to be written by the October meeting.

STATE LIBRARY REPORT: Michael York reported that there are two navigator organizations to help with educating the public on the ACA. Urges all libraries to go on the website *Webjunction* to learn about what is there. He wanted to make sure that we had a plan to get ACA information.

- He had a tour of Conway, North Conway and Jackson libraries with Councilman Ray Burton. Sunday is the dedication of Durham's spectacular new library.
- York was on the *Exchange*, NHPR radio program, making the case that libraries are not going away and are thriving.

- Working on bringing libraries on-line. Gigabit library network in partnership with UNH is in process.
- He has sent letters to the Senators about the publishers' unwillingness to sell electronic books to libraries at a reasonable rate.

Meeting Adjourned at 1:00 p.m.

Respectfully submitted,

Carol Snelling
Secretary

Next meeting October 2 at the LGC
October Hospitality: Bob Gilbert and Adele Knight

MOTIONS:

- Minutes
- Treasurer's report
- That we have a subcommittee to explore community engagement and relevance of libraries.
- That we have a booth at the NHMA conference, November 6-7 for \$200
- That we continue contract with Cornerstone
- That we postpone our November meeting to the 13th
- We reconsider the scheduling of the meeting on November 13th and not meet in November.

ACTION ITEMS:

- Finance Committee check with Terry Knowles on what the average income/expense ratio with non-profits in NH before the next meeting
- Gaudiello is sending letters to last year's sponsors next week. The end of October the flyer will go out to all the prospects
- Adele will be meeting with our facilitator to set the agenda for the retreat.
- Committee goals need to be written by the October meeting.