

MINUTES

New Hampshire Library Trustees Association Monthly Board Meeting

Date: Wednesday, October 6, 2021

Time: 10:00 am – 12:00 pm

Type of Meeting: Video/Zoom

Interim Secretary: Susan Bartlett

Present: Marcia McLaughlin, Anne Chant, Mark Branoff, Renee Mallett, Katrinka Pellecchia, Susan Bartlett, Debra Caplan, Rosemary D'Arcy, Tammy Hooker, Constance Kirwin, Conrad Moses, Michael York, Denise van Zanten.

Absent: Lara Berry, John Stone

Public Present: 0

I. Call to Order: President Marcia McLaughlin called the meeting to order at 10:17, delay due to Zoom difficulties.

II. Approval of Minutes from September, 2021. **Motion** to accept: Tammy; Second: Deb; Minutes accepted.

III. Reports

A. Treasurer's Report - Mark Branoff

Mark explained the line-item change in income made to the report: \$630.00 from dues received in August is shown corrected in the September balance September report is self-explanatory. No questions. **Motion** to accept - Deb Caplan; Second: Renee; Report accepted as amended.

B. State Library Report – Michael York

ARPA Funding: State received \$2,397,662 unrestricted funds for libraries; first round grants averaged \$4,500 per library. Federal funds also supported access to statewide services, catalogs, databases, transportation. 2nd round - competitive grants - \$2,397 662. Priority given to grants that promote collaboration between libraries in regions throughout the state. The State Library is also using \$242,000 of ARPA funds to support UNH digitizing annual town reports. Every town has to submit 2 copies of annual reports to the state library. Twenty-two towns have yet to complete their reports. The NH State library is the depository for all records. Governing Council Meeting was held at the Institute of Politics at Saint Anselm's College. Federal funds did not receive approval because of meeting disruption. Will be on the next governing council agenda.

New library directors meeting will take place on Friday the 8th of October will include 20 new library directors from across the state

C. NHLA Report – Conrad Moses (NHLA Liaison)

Did not meet last month. Denise - officers met - working on strategic plan - survey going out, fall conference/annual meeting still on at Mill Falls

IV. Committee Reports

A. Education

1. Annual Conference: Deb Caplan and Rosemary D’Arcy

See document for proposed Intern job description and stipend

Rosemary and Deb co-chair conference, craft overall agenda for conference: Brainstorm topics for conference during Ed committee. Last in-person conference was in 2019. The 2022 conference will be an in-person conference in May at Grappone Center.

Ed Committee requests the following documents to assist preparations for the conference:

1. Connie K - list of past speakers and topics to get a sense of previous calendar
2. Questions from website - get list to inform what to have for topics or round-tables
3. Collaborate with Ashley Mellow on contracts, deadlines
4. Mark - last in-person conference line time expenses report

Conference Intern: Discussion re: hiring a temporary, part-time Intern to assist with administrative and planning duties in preparation for the conference. **Motion:** Katrinka moved to proceed with plan to hire an intern/MLS candidate and to offer a stipend of up to 1500, 2 hours a week for 28 weeks. Second: Connie

Clarification before vote: Travel expenses will be reimbursed. Mark noted that the budget has a line item for conference expenses **Motion** passed

2. Fall Roundtable – Rosemary

November 10, from 2 - 3 pm Items to be discussed to Rosemary or Marcia – register ahead.
Agenda items for committee meetings

B. Governance – Standing meeting date: 4th Monday of the month, only if needed

C. Communication – Fall Newsletter - went to the mail house to be distributed

V. Old Business

A. McKay Scholarship deadlines

Discussion regarding moving deadlines for scholarship to better accommodate applicants' schedules. Two (2) - \$1,000 scholarships are available for Spring 2022.

Motion: Connie moved to accept Mark’s proposed dates to May 1 for summer, August 1 for fall and December 1 for spring. Second: Rosemary

Amendment to the motion - move the dates up one month - April 1, for summer July 1, for fall Nov 1 for the spring. Amended Motion passed

VI. New Business

A. New Director orientation (documents attached). Connie guided the meeting through the materials she posted for new directors. Other items - when we meet in person - new members need to sign documents

B. Marcia brought the question: should the NHLTA participate in the NHMA conference, and should the board make the decision to participate, or the education committee? Board agreed that participation in conferences is a board decision and not for the education committee to decide outside of a regular board meeting. Will briefly touch on this again next month.

The decision to not participate in the NHMA conference was reached because it was determined that participation required too much work based on prior history; the only advantage was the ability to attend workshops which was not offset by the workload.

C. Reminder from the treasurer: Mark - annual conference in-person expenses need to be forwarded to Deb Caplan and Rosemary D'Arcy

VII. Next meeting – November 3, 2021- time and place TBD; via Zoom or in-person?

Interim Secretary: Susan Bartlett

Minutes Amended and Approved, Nov 3, 2021