

**NEW HAMPSHIRE LIBRARY TRUSTEES ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
NHMA, Concord, NH  
November 4, 2015

Present Moran, Webster, Moses, Davis, Snelling, Gaudiello, Branoff, Simpson, Kirwin, Martineau, Clark, Knight

Excused: Larochelle and the President of NHLA.

Absent: Michael York, State Library Liaison

Meeting called to order by Vice-President David Simpson, at 10:03 a.m. The Pledge of Allegiance was recited. Ed Moran joined the meeting.

**MINUTES: MOTION** (Webster/Moran) Minutes of Oct. 7, 2015 approved as amended. **PASSED**

**TREASURER'S REPORT:** Report for September emailed. **MOTION:** (Webster/Martineau) accept the Treasurer's report **PASSED**. Branoff noted that paid members seem to be 10% less than one year ago.

**BRIEF REPORTS**

**Communications:** Newsletter, next deadline is December 1<sup>st</sup>.

**Education:** Gaudiello emailed.

**OLD BUSINESS**

1. **Membership:** Davis distributed his report on pending renewals. Webster suggested offering a membership to libraries with a budget under \$1000. Moran suggested we do this before Christmas. Davis will report on appropriate level per complimentary memberships.
2. **Videos:** Hallenbeck will get them posted. Kirwin noted that it is unacceptable that a former Trustee is still holding NHLTA property.

**NEW BUSINESS**

1. Simpson distributed a report on planned giving.
2. Branoff discussed the Mildred McKay Scholarships Fund. The purpose is to provide scholarships-criteria is on our website. Branoff sends the NH Charitable Foundation a report every year listing scholarships awarded during the year. Kirwin asked if she could post "scholarships available" with notices of webinars. Branoff said that the scholarships had to be approved by the Scholarship Committee.
3. Endowment discussion: Moran suggested we keep one year's operating expenses in reserve. Branoff suggested that this is the job of the finance committee. Simpson will get the information from the NH Charitable Trust to the finance committee. Branoff pointed out that the money in the Vanguard account is not FDIC insured but the money in the bank is.
4. Update on David Blake local library data mining marketing pilot project. Simpson reported that Peterborough, Colebrook and Portsmouth will be approached about participation.
5. Webster asked for any suggestions for new board members.

6. Three LSR's have been introduced. One is to tax large endowments. Another concerns the drug free issue. Third is concerning the default contract with Library Directors.
7. Conflict resolution, Moran talked with Kate Hamel and she seemed to be interested in participating in our May conference.
8. We need an exit policy and this should be explained to prospective board members.

Martineau announced that there will be a roundtable on Nov. 11 in Whitefield.

Consensus was that we don't do the Yankee Swap this year but have the Potluck.

Meeting adjourned at 12:00 noon.

Next meeting, December 2, 2015.

Respectfully Submitted  
Carol Snelling

December Hospitality: Susan Gaudiello and David Simpson

### **MOTIONS**

- To approve the minutes of October, 2015 meeting
- To accept the Treasurer's report

### **ACTION ITEMS**

- By January we will have videos either uploaded or ready to be uploaded.
- Provide a template contract for Library Director.
- Write an exit policy or procedure
- The "Conflict of Interest" form to be signed each year.
- Simpson will get the information from the NH Charitable Trust to the finance committee
- Suggestions for new board members
- Davis will report on appropriate level per complimentary memberships