

NEW HAMPSHIRE LIBRARY TRUSTEES ASSOCIATION
BOARD OF DIRECTORS MEETING
NHMA, Concord, NH
December 2, 2015

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

Excused: Martineau and the President of NHLA

Absent: Michael York, State Library Liaison

Guest: Kate Bishop Hamel, trustee of Gilford Public Library and Consultant/Mediator, arrived for the Education Committee meeting to be held following the Board meeting.

Meeting called to order by Vice President David Simpson at 10:03. The Pledge of Allegiance was recited.

Ed Moran joined the meeting.

MINUTES: MOTION (Davis/Branoff) Minutes of November 4, 2015 approved as amended by David Simpson. **PASSED**

TREASURER'S REPORT: Report for November emailed. We are still down about 7% in renewals. **MOTION** (Gaudiello/Webster) accept the Treasurer's report. **PASSED**

BRIEF REPORTS:

Education: Gaudiello reported that the conference is coming together. There will be one orientation in the spring as well as one included in the conference. An additional orientation will be held in the fall.

OLD BUSINESS:

1. **Endowment.** Simpson discussed materials previously emailed to board members relating to planning for an endowment. Noting the rules that NHCF has for accepting "Agency Funds" deposits.

Simpson stressed that the Board has already established an endowment by referencing Policy and Procedures A8.4. What comes next is the way we fund that endowment account; stating that a vote of the total membership was not necessary on this action simply a unanimous board vote.

Simpson also asked that we keep in mind the difference between reserves and endowment. Ed Moran made remarks related to particular investment products. Davis suggested that the Finance committee explore avenues for our surplus funds. How do we maximize the funds we have set aside and how can we access those funds. Gaudiello said that we need the Finance Committee to present a financial policy on how to manage our reserves.

Branoff stated that the A8.4 Endowment Policy is a misnomer for the Vanguard Money Market Fund, which is owned by NHLTA. It was stated that membership approval should be sought, if NHLTA funds are transferred to NHCF for an endowment fund. Branoff stated that at NHLTA's annual meeting in 1964, NHLTA members voted to establish the Mildred P. McKay Scholarship Fund with NHCF.

2. **LSRs.** Gaudiello suggested that the governance and Legislative Committee work on a NHLTA position statement. The LSR changes wording from “Librarian” to Library Director”; change to have the Library Director hire all staff; adds a default term of office of one year if agreement isn’t reached upon hiring the director; and adds violation of library policies as a cause for termination.
3. **Exit Policy.** Governance Committee is putting an exit policy together. Governance Committee will handle the conflict of interest form.
4. **Membership.** Davis distributed a list of “never members” and pending renewals. Gaudiello suggested sending each of the “never members” a copy of our Newsletter. He will contact those libraries.

NEW BUSINESS:

1. **Board Membership.** Gaudiello checked the by-laws that we can have 15 members and now have 13 so we have two openings. Moses will be cycling off in May. Reach out to Library of the Year and other award winners, Library Directors, Library Foundations, Friends groups, and NHLTA Committee members.

Meeting adjourned at 12:10 p.m.

Next meeting January 6, 2016.

Respectfully Submitted,

Carol Snelling, Secretary

January Hospitality: Connie Kirwin and Adele Knight

MOTIONS

- To approve the minutes of November, 2015 meeting
- To accept the Treasurer’s report

ACTION ITEMS

- Governance Committee is putting an exit policy together
- Governance Committee will handle the conflict of interest form.
- Finance Committee to present a Financial policy on how to manage our reserves
- The governance and Legislative Committee work on a NHLTA position statement re: the LSRs affecting libraries.
- All Board Members need to be recruiting prospective Board Members