

NEW HAMPSHIRE LIBRARY TRUSTEES ASSOCIATION
BOARD OF DIRECTORS MEETING
NHMA, Concord, NH
March 2, 2016

Present: Moran, Webster, Moses, Davis, Snelling, Branoff, Kirwin, Simpson Clark, Gaudiello, Tentarelli, Michael York, State Library Liaison.

Excused: Larochelle, Knight, Martineau, the President of NHLA, Jenn Hosking

Meeting called to order by President Ed Moran at 10:10 am. The Pledge of Allegiance was not recited due to the lack of a flag.

MINUTES: MOTION (Tentarelli/Gaudiello) Minutes of Feb. 3, 2016 approved. **PASSED**

TREASURER'S REPORT: Branoff's report emailed. **MOTION** (Gaudiello/Moses) accept the Treasurer's report. **PASSED**

BRIEF REPORTS:

Conference Update: Gaudiello reviewed the report that was emailed. She is encouraging online registration. She emphasized that NHLTA board members not register. We have around \$6600 in sponsors. Gaudiello is looking for someone to assume the sponsorship job.

Orientation Update: Gaudiello reported that an orientation will be given at the Conference in four separate workshops. To supplement that orientation we are offering a Saturday orientation on June 18th at the Hooksett Public Library. **MOTION** (Simpson/Clark) that we purchase 100 copies (depending on the discount) of *The Library Advocate's Handbook*, from ALA. **PASSED**

NHLA: Hosking emailed her report. NHLA had no update this month.

STATE LIBRARY:

- York reported that the State Automation System serves 650 libraries including University Libraries. It would be late 2018 before a new computer system would be up and running assuming the funding is available.
- Starting to work on services for seniors since Family resources has been transferred to the NH Department of Health and Human Services (DHHS).

OLD BUSINESS

1. Request David H. provide DVDs of the Education Committee selected videos. Webster has not made any progress in obtaining the videos.
2. Governance Committee presentation of exit policy/procedure. Webster recommended that the board approve the policy. **MOTION** (Simpson/Gaudiello) that we approve the exit policy. **PASSED**
3. Report on results of membership mailing: Davis gave the report. He has done a mailing and will do follow up calls.
4. Finance Committee: The Finance Committee met in February on the necessary NHLTA reserve amount, as part of a Financial Reserves Management Policy. The Committee proposes that NHLTA's reserve amount should equal the annual operating budget. One-half of the reserve amount should be in the existing money market fund, and the other one-half of the reserves should then be placed in laddered, guaranteed-return accounts. The exact laddering scheme in an investment policy is still under consideration. When completed, the Financial Reserves Management Policy will be submitted to the Board of Directors for approval. Gaudiello suggested that the policy needs to be written so that it is clear.

5. The 2016-17 Fiscal Year Budget will be discussed at the April Board of Directors meeting. Committee Chairs will be asked in March to submit their budget requirements for next fiscal year.
6. Legislative Update: Gaudiello and Moran HB1401 had a hearing and had been placed on the Consent Calendar.
7. Update on Director Recruitment program: Moran will contact Kate Bishop Hamel.

NEW BUSINESS:

1. Governance Committee Webster: Vote on annual dues as required per NHLTA Procedures Manual: B2.2 Annual Dues: The Board of Directors shall vote annually at the March meeting to determine the dues amount. **MOTION** (Webster/Davis) to keep the dues at \$30. **PASSED**. Gaudiello suggested that we consider having a tiered membership rate depending on how many Trustees they have or the size of their budget.
2. Re-visit NHLTA Trustee Manual distribution; presentation of alternative proposal. Kirwin discussed the proposal to purchase printed binders. **MOTION** (Gaudiello/Moses) that we authorized the purchase of printed binders not to exceed \$950. **PASSED**

Meeting adjourned at 11:55 am

Next meeting: April 6, 2016. April Hospitality: Claire Martineau and Tina Larochelle

Respectfully Submitted
Carol Snelling

MOTIONS

- To approve the minutes of November, 2015 meeting
- To accept the Treasurer's report
- That we purchase 100 copies of (depending on the discount) *The Library Advocate's Handbook*
- That we approve the exit policy
- To keep the dues at \$30
- That we authorized the purchase of printed binders not to exceed \$950.

ACTION ITEMS

- Purchase 100 copies of (depending on the discount) *The Library Advocate's Handbook*
- Davis will continue contacting non-member libraries
- 2016-17 Budget to be presented at the April meeting
- Moran will contact Kate Bishop Hamel on Board recruitment.
- Purchase printed binders for the Manual