



## **New Hampshire Library Trustees Association**

### **Minutes of Board of Directors Meeting**

**10:30 AM**

**May 2, 2018**

NHMA, 25 Triangle Park Drive, Concord, NH

Present: Branoff, Clark, Davis, Gaudiello, Kirwin, Moran, Moses, Saul, Snelling, Tentarelli.

Excused: Castelli; Pellecchia; NHLA Liaison Sylvie Brikiatis, State Librarian Michael York

Gaudiello called the meeting to order at 10:30 A.M.

**Secretary's Report:** MOTION (Moran/Tentarelli) to accept the minutes of the April 4, 2018 meeting.  
PASSED

#### **Treasurer's report:**

- MOTION (Kirwin/Moses) to accept the Treasurer's report for April 2018. PASSED
- MOTION (Moran/Clark) to accept a \$1,000 grant from the Barker Foundation.
- Dues: MOTION (Davis/Branoff) to keep dues at the current rate of \$30 per membership.

#### **NHLA Report:**

Gaudiello read the NHLA report submitted by Brikiatis by e-mail. On June 12<sup>th</sup> NHLA will hold a make-up advocacy boot camp, rescheduled from March. The small library summit was successful, and will be repeated in 2020.

#### **Committee Reports:**

##### • **Governance:**

- Proposed slate of officers for 2018 – 2019 was presented for vote in June:
  - President – Mary Castelli
  - VP – Susan Gaudiello
  - Secretary – Marty Davis
  - Treasurer – Mark Branoff
  - Past President – Conrad Moses
- Committee recommended altering the policies so that revisions of job descriptions does not need to come to the board for approval. After discussion, it was decided the Board will continue to approve changes to job descriptions.
- Motion was made and passed to change references in the Policy Manual from biannual to biennial.
- Originals of all documents will eventually be located in the Board Notes found on our website.
- Discussion of document retention policy. Davis to check with NHLA to get a copy of their retention policy. Saul and Kirwin will begin to put together a retention policy.

- **Education:**
  - Tentarelli reported: 50 people attended Orientation at Hooksett. Good reviews.
  - Clark reported: Conference prep going well. Currently at about 275 registrants.
  - A few more sponsors have signed up.
  - Stuffing Conference folders and name badges at NHMA at 10 AM on 5/10.
- **Regional Meetings:**
  - **Kingston (next in Rye in Oct/Nov) April 11:** following a tour of the Kingston Community Library, the group of 18 trustees and one director shared how they conduct their library director's evaluation, including a 360 degree evaluation process. They also discussed a merit-based pay plan, evaluating wages with comparable libraries, defining the role of the director and the trustees to avoid the dangers of micro-managing, and other timely topics.
  - **Epsom (next in Guilford Oct/Nov)** Thirteen trustees from seven towns attended the April 10 meeting at the Epsom Public Library. The focus of the discussion was on the Library Director job description and evaluation, with different approaches discussed and how the evaluation evolves as the director's tenure lengthens.
  - **Monadnock** (in Marlborough) – scheduled for May 4
- **Legislative: no update**
- **Communications:** Bookmarks being printed for conference. Committee working on website.

**Old Business:**

1. Board Action Plan for 2018 – Q1 Update, Q2 Plan – activities on target
2. Issue from Membership – Who's in Charge of Building Projects, Trustees or Selectmen?  
Gaudiello had forwarded a legal opinion rendered for Meredith PL. NHLTA will ask NHMA to produce a written opinion letter as well.
3. Copier Donation – Connie and Carol will handle this after the conference.

**New Business:** No new business.

**State Library Report:** there was no report as York was not in attendance.

**Motion to Adjourn:** (Tentarelli/Clark)

**Next Meeting:** June 6, 2018

**Hospitality:**

June: Mark and Mary

Respectfully submitted,  
Marty Davis, Secretary

**MOTIONS:**

- Approve the minutes of the April 4, 2018 meeting.
- Accept the Treasurer's report.
- Accept donation from Barker Foundation
- Keep annual dues at \$30 per membership

**ACTIONS:**

- Conference prep/stuffing on May 10 at 10 am, NHMA
- Davis to request a copy of NHLA's record retention policy.
- Saul and Kirwin will draft a retention policy (target-August meeting).
- Moran to seek legal opinion from NHMA on Trustee authority in building projects.
- Kirwin and Snelling to handle donation of copier after conference.