

NEW HAMPSHIRE LIBRARY TRUSTEE ASSOCIATION

Board of Directors Meeting Minutes

10:30 AM

February 6, 2019

NHMA, 25 Triangle Park Drive, Concord, NH

Present: Mark Branoff, Mary Castelli, Jan Clark, Susan Gaudiello, Connie Kirwin, Ed Moran, Katrinka Pellicchia, Bert Saul; Excused: Marty Davis, Conrad Moses

Mary called the meeting to order at 10:40 A.M.

Secretary's Report: MOTION: (Susan/Mary) to accept the minutes of the December meeting. PASSED.

Treasurer's report:

MOTION: (Susan/Mary) to accept the Treasurer's reports for January and February 2019. PASSED.

NHLA report: Christine Friese was unable to attend; she will attend the March board meeting. NHLA's focus this year is Advocacy.

There was discussion regarding our account with Tech Soup; Mark will connect with Bert on that.

Updates:

- **Governance:** The committee recommends changing the by-laws to simplify the language regarding the removal of board members and clarifying the section on Parliamentary Authority. There was a motion to approve the changes (Bert/Mary). PASSED. Members will vote on the revised by-laws at the Annual Meeting on May 29. (Board-approved revisions are attached). To help with recruiting new board members, it was suggested that a NHLTA exhibit table be set up during the Spring Conference. It was proposed that the following changes be made to the Annual Award Criteria: Trustee of the Year nominees must be currently serving as trustees as of July 31 in that year; Librarian nominee must have served as director of a public library in NH for three years; the three-year qualification be removed from the Special Service Contribution award. In addition, that the length of the narrative and other supporting documentation be limited to four pages. There was a motion to accept these changes (Susan/Jan). PASSED.
- **Education:** The committee will be meeting after today's board meeting. There will be a New Trustee Orientation on April 12 at NHMA; Liz and Susan will present. Spring regional meetings were discussed – there will be one in the Monadnock area; holding meetings in Bow, Epsom and Warner will be explored.
- **Communication:** Connie reported that Dale is working on the website revisions.

Old Business: THE NHMA contract was signed; it will extend through January 2020.

Board Action Plan 2019: The plan was reviewed and refined to accommodate the current smaller board.

North Country: Susan will draft an email to be sent to North Country trustees reminding them that scholarships to the Spring Conference are available. Using funds donated in memory of Lillian Edelmann to benefit the northern libraries was discussed; Connie will contact her daughter to help determine what would be most suitable.

Due to Michael York's absence, there was no State Library Report.

Next Meeting: Wednesday, March 6 **Hospitality:** Bert, Mary

Respectfully submitted,
Katrinka Pellecchia

NEW HAMPSHIRE LIBRARY TRUSTEES ASSOCIATION BYLAWS

ARTICLE IV Board of Directors

Section 10: A Board member, who has three (3) unexcused absences from regular meetings of the Board within a twelve-month (12-month) period, shall automatically be deemed to have submitted a resignation to the Board. The Board, with the exception of the Board member at issue, shall, in its discretion, determine whether any absence is excused or unexcused. Upon the first and second determination that an absence is unexcused, the Secretary shall notify the Board member at issue of the determination before the next regular Board meeting. Upon the third unexcused absence, the Secretary shall inform this member by registered mail that he or she has been deemed to have submitted a resignation to the Board.

Section 10: *A Board member, who has been absent from more than three (3) regular meetings of the Board within a twelve-month (12 month) period may be subject to removal for non-attendance at the discretion of the Board.*

Section 11: Any Board member may be removed from the Board in accordance with the disciplinary procedure in The Standard Code of Parliamentary Procedure by Alice Sturgis.

Section 11: *Any Board member may be removed from the Board in accordance with the disciplinary policy and procedure adopted by the Board.*

ARTICLE VIII: Parliamentary Authority

Section 1: The Standard Code of Parliamentary Procedure by Alice Sturgis shall serve as the reference guide in cases not specified in the bylaws or in event of a dispute.

Section 1: *The Standard Code of Parliamentary Procedure by Alice Sturgis shall serve as the reference guide as to parliamentary procedure in the conduct of meetings.*