

NEW HAMPSHIRE LIBRARY TRUSTEES ASSOCIATION
BOARD OF DIRECTORS MEETING
Local Government Center, Concord
July 10, 2013

Present: Webster, Moses, Kirwin, Snelling, Meserve, Cotter, Davis, Moran, Gaudiello, Branoff, Hallenbeck, Gilbert, Lord, Edelman, Emeritus Director.
Excused: Knight
Guests: Jamie Batson, Mather Associates
Henry Chace, Gordon Nash Library Trustee, New Hampton
Absent: Michael York, State Library Liaison

Meeting called to order by Vice President, Loring Webster at 10:00 a.m. The Pledge of Allegiance was recited.

Guest Jamie Batson, consultant, Mather Associates, was introduced. Members of the board introduced themselves to Batson. She gave an overview of her background and experience as a retreat facilitator.

Henry Chace was introduced as a prospective new board member.

Minutes: MOTION (Lord/Meserve) Minutes of June 5, 2013 approved. **PASSED**

Treasurer's report: Report emailed

MOTION (Gaudiello/Moses) Reappoint J. Kenneth Fordham, CPA, of Amherst, NH, as our public accountant to review our fiscal year 2012-13 and to prepare our IRS and state filings. **PASSED**

Branoff is setting up our Quick Books records. Check signature authority is in process at TD Bank. There are on-site and off-site backup copies to QuickBooks. On-site backup is stored on a flash drive. Off-site backup is stored on America On-Line as an e-mail attachment. **MOTION** (Gaudiello /Cotter) Treasurer's report accepted and filed for audit. **PASSED**

Gaudiello suggested the finance committee look at establishing a policy on keeping money in reserve and look at the returns we are getting in our accounts.

REPORTS

Communications Committee: Marty, Karen and Connie went to a newsletter writing workshop. Cornerstone has not forwarded the printing bill to Branoff yet.

Education Committee: report emailed. Next meeting September 3.

Finance Committee: In June, the Finance Committee (Chaired by Betsy) evaluated one Scholarship application by e-mail. The application is still in process.

Governance Committee: Report emailed

President: report emailed

Legislative Committee: Committee did not meet

Fundraising Committee: The committee will meet for the half hour before the next board meeting.

TECH BITS:

- Time slices are coming in for the **videos of the conference**. There was extensive discussion about loaning DVDs of the presentations. Using Salisbury as our lending library as a means of distributing those DVDs. We need to make sure that the release signed by the presenters covers lending the DVDs of their workshops.
- Why participate in **NHMA Conference**? We need to have a written proposal by July 19th and identify our target audience.

What to present? Focus on NHLTA,

- ☆ Communication is key – roles and responsibilities on both sides
- ☆ Fit with last year's topic,
- ☆ Value of library to local communities,
- ☆ Partnerships between School and Library Boards,
- ☆ Ask them how their library contributes to managing their municipality and project responses,
- ☆ Libraries as third place in digital world,
- ☆ Ask what the major issues are and be able to respond in real time as to how libraries can help address these issues.

MOTION (Hallenbeck/Meserve) to participate and present at the LGC Conference.

PASSED Gaudiello, Hallenbeck will work up the proposal.

MOTION (Lord/Moses) To have a booth, not to exceed \$200. Discussion questioned the value of having a booth. Would it be better to just send representatives to the Conference? Meserve moved to table the motion until our August meeting.

- **The Affordable Care Act and NH Libraries.** The Institute of Museum and Library Services (IMLS) announced a collaboration with the U.S. Department of Health and Human Services, Centers for Medicare & Medicaid Services, and OCLC's WebJunction to assure that libraries will have information to disperse. Hallenbeck will send a list of sites for information on the ACA to the board members.

OLD BUSINESS

1. **Sponsorships:** Gaudiello reported that next year's conference site will enable us to have exhibitors. She recommends that we keep the same prices. Charging \$350 for exhibit table. The premier conference sponsor would include an exhibit table. She will prepare a new flyer and will send with a cover letter to our sponsors for this year's conference. Gaudiello requested two people to help with follow-up calls. Cotter, Davis volunteered.
2. **Retreat: MOTION** (Gaudiello/Cotter) to accept Jamie Batson as our facilitator.
PASSED
3. **Orientations:** Meserve has scheduled 2 day-sessions and the rest will be evening sessions. Presenters will be editing the PowerPoint presentation. The term "at Will" on hiring terms needs to be corrected.
4. **Venue for 2014 Conference:** Meserve reported that a contract has been signed at Grappone Conference Center for May 19th, 2014.

NEW BUSINESS There was no new business.

Meeting Adjourned at 12:45 p.m.

Respectfully submitted,
Carol Snelling
Secretary

Next meeting August 7 at the LGC. Hospitality: Loring Webster and Marty Davis

MOTIONS

- Minutes
- Treasurer's report
- Reappoint Ken Fordham as our public accountant to review our fiscal year 2012-13 and to prepare our IRS and state filings.
- To participate and present at the LGC Conference.
- To accept Jamie Batson as our retreat facilitator

ACTION ITEMS

- Hallenbeck will email a list of ACA website links to the board.
- Hallenbeck or Meserve will send the PowerPoint Orientation presentation to the board,