

## NEW HAMPSHIRE LIBRARY TRUSTEES ASSOCIATION

Board of Directors Meeting

NHMA, Concord, NH

December 4, 2013

Present: Knight, Webster, Moses, Kirwin, Snelling, Davis, Moran, Gaudiello, Branoff, Hallenbeck, Lord, Thomas A. Ladd, MLS Librarian / Consultant / Trainer, Michael York, State Library Liaison.

Excused: Cotter

Absent: Edelmann

Meeting called to order by President, Adele Knight, at 10:08 a.m. The Pledge of Allegiance was recited

**Minutes:** In October minutes, change date in minutes of previous meeting to September. **MOTION** (Webster/ Lord) Minutes of October 2, 2013 approved as corrected. **PASSED**

**Treasurer's report:** October and November reports e-mailed. We have the most paid members and the most libraries with members than ever before. Donation line looks good. **MOTION:** (Gaudiello/Moran) to accept the Treasurer's report. **PASSED**

Knight announced that Bob Gilbert resigned from the board. She circulated a card for everyone to sign. She also announced Bruce Cotter's resignation. She reported that Cotter offered to help with orientation workshops. Webster suggested asking Bruce if he could remain on the board by phoning in to the meetings. Moran suggested an exit interview to solicit comments and critique of the board and its function. Knight will talk to Cotter.

### Reports:

- Education report emailed. Gaudiello suggested we have an orientation at NHMA in April and do webinars for the rest of the orientations.
- Communications: Kirwin announced that newsletter deadline is Friday
- Legislative Committee met prior to the board meeting.
- Fund Raising report emailed
- Governance Committee report emailed. Davis suggested that the Board should approve procedures. Webster suggested that the Board not be involved in procedures but that the Governance Committee approves all procedures. **MOTION:** (Gaudiello/Moran) To allow the Governance Committee to approve committee procedures. Kirwin commented that at a previous meeting the Board voted that all policies were to be approved by the Board and all procedures approved by the Governance Committee. Gaudiello withdrew the motion as the procedure has already been established.
- President's report emailed.
- Tech Bits: Hallenbeck Time Slices of 2013 Conference workshop presentation videos are due. Hallenbeck hopes to have the videos finished by Spring. Discussion about whether to charge for borrowing these videos of workshops. Gaudiello felt there should be no charge for a member of NHLTA to borrow the videos. Hallenbeck suggested we start using Wiggiio. Hosts virtual meetings, conferences. We need to keep in mind the two New Hampshires (urban and rural.)

### OLD BUSINESS:

1. **Advocacy:** Moses/Davis. NHLTA Advocacy Program Report "Developing Benchmarks." (Benchmarks are references points that gauge performances and determine steps for advancing our Advocacy Program.)

#### January 2014

- Establish an advocacy committee using both boards and outside resources.
- Create Job description and assign task
- Recruit volunteers
- Develop a budget
- Research for any grants available

#### February 2014

- Identify and define advocacy's objectives and goals for both libraries and NHLTA
- Identify desired outcomes for objectives and goals
- Identify who are partners or potential partners

#### March 2014

- Develop a story (message) for each objective.
- Design an advocacy concept program for conference.
- Design a survey for feedback from conference

#### April 2014

- Develop communication system to deliver advocacy programs.
- Define key messages.
- Identify key audiences
- Identify communication strategies and resources

#### May 2014

- Present concept at the annual conference and implement survey.

#### June 2014

- Review, evaluate, and document survey
- Develop a training program with tasks, assignments, and deadlines.
- Identify the target of key audiences
- Identify key volunteers to train

2. **NHMA Conference:** Webster reported that it was worthwhile. We picked up some potential sponsors. We had a presentation but it was poorly attended, members questioned if we should do a presentation. Most attendees at the Conference are municipal staff such as town administrators, town clerks, etc. It is good to have a presence and it would be good to have handouts with NHLTA branding. Discussion on updating our logo and the need for a new professional banner.
3. **Award Ceremonies:** Trustee of the Year is coming up Tuesday, December 10<sup>th</sup> in Henniker. They have all been successful.
4. **Sponsors:** Report emailed. Gaudiello suggested that we coordinate grant requests so that the same funding source isn't approached by more than one NHLTA group during the year.

#### **NEW BUSINESS:**

1. Date for January 2014 meeting will be January 8<sup>th</sup>. The first week of January Knight will set the dates with NHMA for 2014 NHLTA meetings.
2. Membership services (Executive Session)

3. Event planning: At the retreat there was discussion about paid staff helping run our events. Knight contacted a couple of resources for this service. Kirwin suggested we give a prospective event planner a list of what we need done and get their proposal.
4. Webster presented two donated laptop computers to the board.

**State Library:** Michael York reported that the legislature is quiet now. He doesn't see anything on the legislative calendar that would affect libraries. Last month York attended the dedication of the Sarah Josepha Hale Monument and Memorial Park at the Richards Library in Newport. Ann Hoey, Youth Services Librarian at the State Library, received the Elizabeth Yates award from the Concord Public Library for her outstanding dedication to support children's library services. York attended the Digital Public Library fest in Boston. State library is involved in disaster planning. They hosted the Executive Council.

Meeting Adjourned at 12:35 p.m.

Respectfully submitted,  
Carol Snelling  
Secretary

Next meeting January 8<sup>th</sup> at NHMA

January Hospitality: Karen Sheehan Lord and Conrad Moses

**MOTIONS:**

- Minutes of October 2, 2013 approved. PASSED
- Accept the Treasurer's report. PASSED

**ACTION ITEMS:**

- Knight will contact Cotter to try to work out his attendance at meetings.
- Time Slices due to Hallenbeck
- Knight will set the dates for 2014 meetings.
- Knight will research an event planner.