



New Hampshire Library Trustee Association

Minutes of Board of Directors Meeting

10:30 AM

April 4, 2018

NHMA, 25 Triangle Park Drive, Concord, NH

Present: Branoff, Clark, Davis, Gaudiello, Kirwin, Moran, Moses, Pellecchia, Snelling, Tentarelli, Saul. NHLA Liaison: Sylvie Brikiatis

Excused: Mary Castelli

Absent: State Librarian, Michael York

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

Minutes: MOTION (Moses/Moran) to accept the minutes of the March 7, 2018 meeting. **PASSED**

Treasurer's report: The Treasurer's Report for March was e-mailed. **MOTION** (Moses/Moran) to accept the Treasurer's report for March. **PASSED**

- Conference registrations are approximately the same as this time last year. Most via personal check. Library checks come in later.
- Charge for \$560 was to graphics designer for spring newsletter set up and production.
- Fee paid to NHMA for September 2017 webinar production.

NHLA Report:

- Advocacy boot camp was very well attended and well-presented.
- Looking for logo designer.
- Second boot camp later this spring will address advocacy on a state level.

Reports:

Governance Committee: Met in March.

- Completed policy manual. Will finish the procedure manual update by the end of the year.
- Proposed Slate of Officers:
President: Mary Castelli
Vice President: Susan Gaudiello
Treasurer: Mark Branoff
Secretary: Marty Davis
Past President: Conrad Moses

Communications Committee:

- Newsletter: June First is the deadline for all committee end-of-year reports.
- Website: Had webinar with Dale Dormody, Piper Mountain Webs, re various template options. Website migration to new template design expected by June 30th.
- Go to person for website management. Kirwin, with Saul and Moses as back-up.
- Membership data base: working on refinements re: e-mail bounce-backs, etc.

- When to invoice membership? Currently planning on third week of April.
- Handout for members at events. Gaudiello's design has been selected for the current bookmarks. We will ask Jill Shaffer, NHLTA's contract graphics designer, to refine the layout/design to keep our branding consistent for bookmarks and website.

Education:

- Clark presented updates on preparation for the conference.
- Snelling was encouraged to remain on the committee, for specific projects or research.
- Regional Meetings: Future meetings are listed on the back of the newsletter.

Old Business:

1. Action Plan for 2018–Q1 Update. All items completed or on-going, as applicable, for Quarter 1.

New Business:

1. 2018–19 Draft Budget discussion. **MOTION** (Snelling/Kirwin) to accept the budget as proposed. **PASSED**
2. Who's in charge of building projects: Trustees or Selectmen? Major issue at many libraries. Gaudiello will discuss with NHMA legal team. Ultimate goal is to have a "definitive" ruling, and to be able to present it in a future newsletter.

State Library Report: None.

Motion to Adjourn: Gaudiello at 12:35 PM.

Next Meeting: May 2, 2018

Hospitality for May: Snelling and Moses

Respectively submitted:

Marty Davis, Acting Secretary

MOTIONS:

- Approve the minutes of the March 7, 2018 meeting.
- Accept the Treasurer's report.
- Approved proposed 2018 – 2019 budget

ACTION ITEMS:

- Governance Committee revising Procedures Manual
- Communications Committee will work on migration of website
- Davis will continue to clean-up membership database
- Ask NHLTA's graphics designer for layout for bookmark and banner for website
- Gaudiello will obtain legal opinion on Trustee vs Selectmen issue