

## **New Hampshire Library Trustees Association- FINAL**

Board of Directors Meeting - via ZOOM

Wednesday, March 6, 2024, 10 am.

Attending: Marcia McLaughlin, Anne Chant, Deb Caplan, Mark Branoff, Kathryn Parenti, Connie Kirwin, Conrad Moses, Tammy Hooker, Jeanne Palleiko, Renee Mallett, Cathy Harvey, Mindy Atwood - State Librarian, Michael York - State Librarian

Absent: Rachel Baker - NHLA VP, Rosemary D'Arcy

Marcia called the meeting to order at 10:02 am.

**Minutes:** Deb made the motion to accept the minutes as presented. Tammy seconded. All were in favor, none opposed. PASSED.

**Treasurer's Report:** Mark noted there were several conference sponsorships that had come in totalling \$5100 with the \$1000 premier sponsorship still pending. He received the NH Charitable Trust Foundation McKay Scholarship grant; he was expecting 5% but received approximately 3.5% as a result of an anticipated bad stock year. This represents 2 \$2000 scholarships for the 2024 spring semester. Deb noted there are scholarships available for the annual conference - \$50 each, which is the member fee. Connie noted with the scholarship balance of \$5580.50, there is \$1500 left for conference scholarships. Mark stated that there is about \$500 in the Lillian Edelmann Memorial Fund. Travel reimbursement for Coos County also comes out of that fund and noted only a handful of people wanted to be reimbursed.

Connie made the motion to offer \$50 for Coos County library trustees to attend the annual NHLTA conference on June 5, 2024 from the Edelmann Memorial Fund. Deb seconded for discussion.

Mark noted if the participants want to be reimbursed, they must turn in the form and checks are available at the conference or after. Jeanne asked if the scholarship funds were combined. Mark replied the McKay scholarship was separate and the other funds were combined.

Vote on previous motion: all in favor, none opposed. PASSED.

Marcia asked for the 2023 conference data to be included in next month's summary. Deb asked for it sooner in order to see what was spent on the previous conference meals. Mark replied he would email it next week along with the changes to the annual NHLTA budget to be presented at the annual conference.

Mark sent an article for the newsletter with a May 1 deadline. It was agreed the deadline would be May 1, per previous minutes. Connie noted there was the spring scholarship deadline in the newsletter and the website. Mark also noted he had paid the Wild Apricot subscription for 2/9/2024-2/8/2025 as well as Wufoo and Constant Contact. Tammy thanked Mark for finding a CPA (Jeffrey Ivas, MS, CPA, of Ivas & Associates, LLP, Windham) to be NHLTA's independent auditor.

Marcia made the motion to accept the February 2024 treasurer's report. Deb seconded. All were in favor, none opposed. PASSED.

**State Library:** Michael York noted he had met with the speaker of the house and 2 representatives regarding membership in ALA due to their concerns for financial support of ALA, an organization they feel is large and powerful. The state library has been a long time member and receives discounts of publications purchased from them. He felt it was prudent and appropriate to be a member.

They are now working on the budget and are waiting to see if there will be any reorganization when the new governor is elected in November. He also noted the finance committee met regarding the proposed building improvements and it doesn't look like it will be supported. They are asking for an interim study (which has already been submitted and will be resubmitted). The concern by the committee was this request was off cycle but the library felt there was less competition for funding if they did do this off cycle.

**NHLA:** Mindy stated that HB 1308 was scheduled for a vote on Thursday, March 7. The committee vote was 13-2 that it was inexpedient and the general consensus is it shouldn't pass. Cathy noted either the committee chair, clerk or sponsor will introduce the bill. Mindy noted this was what NHLA was most focused on at this time. NHLA will be merging with the school librarians after their spring meeting. The executive board also voted to accept the new strategic plan and it will be posted on the website soon. The next executive committee will be in April.

#### **COMMITTEE REPORTS:**

**Education Committee:** Deb noted everything was in good shape with the conference and all materials are with Katrinka and the designer. She said the next goal was to identify board members to introduce the sessions at the conference; Connie has a script for all to use. They are still working with Ashley on the conference meals (plated lunch, no dessert social). Marcia noted Jeanne would like to attend the conference meetings to understand the financial aspects. Deb would include her in upcoming meetings.

**Communications:** Connie noted there has been a delay in the email provider changeover. Dale needs the GoDaddy password from Mark. She noted in the future she, the chair and assistant treasurer should have the passwords. They will be sending a blast via Constant Contact regarding the change to Wild Apricot. A blast was sent out to the Seacoast and Rochester co-ops for the regional gathering in April at Marcia's library.

**Governance:** Anne asked the board to vote on three items:

1. *Increase the annual membership dues from \$30 to \$35, effective fiscal year 2025 - 2026.* Anne made the motion, Jeanne seconded. All were in favor, none opposed. PASSED.

2. Bylaw changes:

##### *Article III: Officers and Duties*

*Section 1: The officers shall be President, Vice President, Secretary, Treasurer, and Assistant Treasurer, and the line of authority shall be in that order.*

*Section 6: The President and Assistant Treasurer shall be second signature on all accounts.*

*ADD NEW SECTION 7: The Assistant Treasurer shall maintain a familiarity with the duties and responsibilities of the Treasurer. In the event of the absence or withdrawal of the Treasurer, the Assistant Treasurer will assume the duties and obligations of the Treasurer. The Assistant Treasurer shall be bonded. The Assistant Treasurer shall perform such duties as assigned by the Treasurer and serve on the Finance Committee.*

*Renumber Previous Section 7 to Section 8:*

*(Section 8: A Past President, recommended by the Governance Committee and approved by the Board, shall serve as a voting member of the Board and the Executive Committee until he or she is replaced by a new Past President.)* Anne made the motion, Connie seconded. All were in favor, none opposed. PASSED.

3. The slate of board of directors:

*Marcia McLaughlin, Kathryn Parenti, Rosemary D'Arcy, Cathy Harvey, Tammy Hooker, Connie Kirwin, Renee Mallett, Jeanne Palleiko. These directors' terms' will end in 2026. (Mark Branoff and Conrad Moses will continue as well, with their terms up*

in 2025.) Anne noted she and Deb will be stepping down. Anne made the motion, Renee seconded. All were in favor, none opposed. PASSED.

**NEW BUSINESS: Seeking new members, technical skills a top priority** Marcia noted the board is still looking for new executive board and education committee members and most needed are people who are familiar with computers, etc and are comfortable with technology platforms which covers Wild Apricot and social media.

**OLD BUSINESS: CMS update:** Connie and Conrad are trying to work on what to send out to let people know what's happening with Wild Apricot. Marcia noted they had met with Judith and Ashley last week and they are progressing.

**Facebook Update:** Renee stated there has been no pushback, not much to report and have been getting positive feedback.

#### **OTHER BUSINESS:**

**Storage Unit Insurance:** Tammy noted NHLTA is paying \$11 per month with \$2000 coverage and no deductible. The BOP (Business Owner's Policy) has a \$1000 deductible and covers the storage unit. There are several filing cabinets and supplies in the unit plus all the past financial documents are stored there. Tammy noted the permanent records need to be digitized asap. Renee noted a subcommittee was formed to look into this but they have yet to meet. Tammy noted the existing BOP policy covers \$5000 worth of business equipment and the storage unit needs to be added to the policy. Marcia thought it would be best to discuss this again when the renewal date is closer - the policy would not be renewed. Tammy asked Mark to bring the renewal date to the April meeting.

**Bank Signatories:** Jeanne said it was good business practice to have 2 people who can see accounts to cover any situation. She contacted TD Bank to add Marcia and herself to the account. Jeanne made the following motion: *The following individuals should be set up with signatory authority on any financial accounts belonging to the New Hampshire Library Trustees Association, including (but not limited to) TD Bank and Vanguard:*

*Marcia McLaughlin – President*

*Mark Branoff – Treasurer*

*Jeanne Palleiko – Assistant Treasurer*

*Any other persons currently named as having signatory authority should no longer have access to New Hampshire Library Trustees Association accounts.* Renee seconded the motion. All were in favor, none opposed. PASSED.

**Calendar:** Marcia noted the June meeting was the same date as the annual conference. All agreed to move the meeting to June 12.

**Other:** Marcia noted she would be moving out of state over the summer and asked if anyone had any issues with her remaining as chair while living out of state until someone capable came along to take over. Connie noted she had no memory of any bylaws that stated board members must be a resident of NH. Anne said she would send an email to the board to gauge their opinions.

**Meeting Adjourned:** Deb made the motion to adjourn; Anne seconded. All in favor. PASSED - 11:47 am.

**Next meeting:** The April 3, 2024 meeting is via Zoom.

Respectfully submitted, Kathryn Parenti