

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

Board of Directors Meeting - via Zoom

Wednesday, February 5, 2024, 10:00 am.

Attending: Marcia McLaughlin, Mark Branoff, Connie Kirwin, Conrad Moses, Tammy Hooker, Kathryn Parenti, Jeanne Palleiko,, Renee Mallet, Denise Van Zanten - NHLA VP, Deb Dutcher - State Library, Ann Friedman Xavier, Cliff Blake, Sue Nieman, Susan Whitbeck

Absent: Cathy Harvey, Mindy Atwood - Assistant State Librarian

Marcia called the meeting to order at 10:00 am. She noted there were four potential candidates for the board who were recommended by the Governance Committee. The existing board introduced themselves and the candidates then introduced themselves. Cliff is a trustee in Dover since 2022 and is well versed in fundraising. Ann is a trustee and a former chair in Center Harbor, has an art background and is interested in small, historic libraries. Sue N. is the secretary of the Minot Sleeper trustees and is enthusiastic to learn new things. Sue W. is a Pembroke trustee and assistant chair who wants to keep libraries as independent resources in their communities, as they are meant to be. She is also a former educator.

**Minutes:** Marcia made the motion to accept the minutes as presented. Connie seconded. All current board members were in favor, none opposed; PASSED.

**Treasurer's Report:** Tammy made the motion to accept the treasurer's report as presented. Connie seconded. All were in favor; none opposed. PASSED.

Jeanne had submitted the following along with the treasurer's report: •Jeff Ivas, CPA, has completed the compilation for 2022-23 and the financial review for 2023-24. In both years, expenses exceeded income: over \$14,000 in FY ending June 30, 2023 and over \$12,000 in FY ending June 30, 2024. This is not a good trend. •Beginning this month (January 2025) I started showing the balance in the Edelmann Fund as a separate line in the Treasurer's Report. The money is not in a separate account, but is combined with the other money in the main NHLTA checking account. •I paid the CPA invoice using the new TD Bank credit card, which entitled NHLTA to receive a \$250 bonus, which has already been credited to our new TD Bank credit card account. The FNBO credit card account has been closed. The \$250 and future 2% cashback money will be shown as a separate income line on the monthly financial statements. •The revised Mildred McKay Scholarship application for Graduate study (attached) has been posted on the NHLTA website. •The 1099-NEC filing was completed online on time using Tax1099. The 1099-NEC forms were sent to the two recipients by email. When you e-file with Tax1099, the system automatically transmits the necessary information to the IRS. •I submitted the 2024 Annual Report on the Mildred P McKay Library Scholarships to the NH Charitable Foundation. •I filed the 2025 Nonprofit Report with the NH Secretary of State and paid the \$25 fee. This report is required to be filed every five years.

An additional discussion occurred regarding an annual payment of \$95 to Grant Station, which none of the board was familiar with. Since no one knew what it was, they decided not to renew it in March. Conrad asked if it could be renewed if necessary. Jeanne replied it could. Tammy thought someone should research Grant Station, just in case NHLTA ever was in financial difficulty. Renee thought this was a paid database for grants; she wasn't familiar with it but thought that was what it was. She felt they could access free resources before paying for one. Cliff noted he did some grant writing with NH Charitable Foundation and thought NHLTA could budget for someone to write grants. Ann noted

her librarian has taken classes in grant writing; if grants are available, they should be pursued. Jeanned noted there are grants specific to non-profits. Like grants for conference speakers. Tammy noted they had reached out to non-profit grants for conference speakers but they did not qualify because NHLTA charges for the annual conference. Renee noted her library looked at hiring a grant writer but the cost was prohibitive - they get paid regardless if you get the grant or not. Marcia replied NHLTA isn't in financial straits but the spend rate cannot continue as it is. Jeanne made the motion to not renew Grant Station; Tammy seconded. All current directors were in favor with none opposed. PASSED.

She will have the budget at the March meeting. Another item discussed was the annual conference cost (\$65 for members and \$85 for non-members). Since food for this conference is \$84.10 per person for chicken and \$73.39 for pasta, plus NHLTA is paying for parking, she felt the conference registration should be higher next year. NHLA charges \$200 for members and \$250 for non-members for the 2 day conference. Jeanne felt the NHLTA conference should go up to \$75 and \$100. Tammy noted the cost of food is higher than last year but we will receive a lot of negative feedback if food is not provided. Going forward, she agreed the conference fee should be increased. She did note they won't know the cost of food every year until they plan the menu. Marcia noted raising the fee is a board decision and they might need to make that decision today. Jeanne noted she would need that information for the budget. Tammy thought they should set a budget for the conference and the committee must come in within the budget. She also noted the annual dues were raised this year. Jeanne note board members attended the conference for free and that came to about \$1220-\$1500 in food costs, plus NHLTA pays for the exhibitors. Janet Hromjack of the Education Committee had suggested getting multiple people to sponsor meals. Marcia noted since the budget is included in the conference packets, this will be discussed at the Education Committee meeting and the board will vote on it in March. Jeanne noted she wanted to get a sense from the board. She also noted the technology costs were much higher with a new website provider.

Conrad noted at the last meeting an anonymous \$5000 donation was made. The board needed to accept the donation. He made a motion to accept the anonymous \$5000 donation; Connie seconded. All current board members were in favor with none opposed. PASSED.

Connie made the motion to accept the treasurer's report as presented; Tammy seconded. All current board members were in favor with none opposed. PASSED.

**State Library:** Deb Dutcher is the supervisor for talking books and would be filling in for Mindy. The state hired a new reference librarian who had previously had a job in the government publication office in Washington DC. The state currently has a hiring freeze and only fully funded federal positions and revenue funded positions are for existing employees. There is no update on the state librarian position, which is state funded. All are aware of the defunding of the state library in South Dakota. Mindy wanted her to convey she is always available for questions.

**NHLA:** Denise said they are in the middle of a busy legislative session and there were several bills to keep an eye on. SB 208 was put forward by all Democrats and NHLA was never consulted. The sponsors said that NHLA writes policies with trustee boards - NHLA does not support this. She noted none of the school library bills have gone forward yet. She noted school librarians are part of NHLA now and NHLA would be speaking on their behalf. NHLA has always taken a stance and they need to be seen as a non-partisan professional association. She noted ALA has now become partisan. HB 273 is going to pass - giving parents access to their children's library records. HB 666 is a \$500 fine to library staff and citizens if you talk about someone having a library card. HB 376 protects library records and access from right to know. She noted HB 666 conflicts with HB 273. NHLA is working with the ACLU and many people are working behind the scenes. She continued with HB 562, if there is a vacancy on a board, they are trying to tell boards how to run. Connie asked if NHLA had made a decision on their website provider. Denise said they would be discussing this at the officers meeting next week.

#### **COMMITTEE REPORTS:**

**Governance Committee:** Kathy noted they had met with all four candidates. Marcia asked the 4 to mute and would let them know when to unmute after the discussion. Kathy made the motion to nominate Cliff, Ann, Sue N and Sue W to the board of directors. Connie seconded the motion. All were in favor with none opposed. PASSED. Marcia welcomed all four to the board, after having them return to the meeting.

Marcia noted some changes were made to the credit card policy. Connie made the following proposal: **A8.3 Credit Card:** ~~A credit card shall be issued to the President only. The President who has been issued the card shall return the card to the Treasurer upon the termination in his/her office.~~ A credit card shall be issued to the President and Treasurer. The credit card shall be returned to the co-cardholder upon the termination of office. The NHLTA credit card shall only be used for authorized expenditures directly associated with the NHLTA. (For example, expenses incurred for the Annual Conference.) Personal use of the NHLTA credit card is prohibited. *No change to verbiage.*

~~All receipts and credit card slips shall be retained and the Treasurer notified within ten (10) days. Upon review and approval, the account balance shall be paid in full by the Treasurer after the monthly statement is received. The Treasurer may pay either by check or on line.~~ All receipts shall be retained and submitted to the Treasurer within ten (10) days. Upon receipt of the monthly statement, the treasurer shall review and approve. The account balance shall be paid in full by the Treasurer by the due date.

~~The card shall have an authorized spending limit of \$10,000. Purchases made via the credit card must comply with the NHLTA Financial Policy and purchasing guidelines. Credit card purchases may be performed in person, over the phone, by mail or by email. When the credit card is used, the merchant shall/should be told that payment will be made with the NHLTA credit card and that it is a non-taxable purchase.~~ Credit card purchases must comply with the NHLTA Financial Policy and purchasing guidelines, section A8.1–8.3.2 and A8.5–A8.5.1.

**A8.3.1 Security:** The Treasurer shall keep a permanent record of the card, the credit limit, the date issued and the date returned. *No change to verbiage.*

**A8.3.2 Lost or stolen card:** If the credit card is lost or stolen, the Treasurer shall be notified immediately. The Treasurer shall notify the issuing agency. *No change to verbiage.*

Marcia made the motion to accept the proposed changes to the credit card policy.; Jeanne seconded. All were in favor with none opposed. PASSED. Connie will update the policy on the website and then send email to the board.

**Annual Conference/Education Committee:** Tammy noted the conference is going well and the proof of the brochure is out; registration opens February 25. She noted they need volunteers to stuff packets the day before the conference, April 30, in Concord, 25 Triangle Park. They will also need help at the conference with greeters, helpers in the parking garage, etc. All directors attend for free but they do need to register; a coupon code will be provided. Connie asked if there were any scholarship applications. Jeanne noted there was 1. Tammy said a reminder was going out on February 10 and closes the 17th. Marcia noted NHLTA has a reciprocal agreement with NHLA and people to hand out brochures at the NHLA conference April 17 & 18 in Meredith, are needed. Sue and Ann volunteered.

There will be a regional gathering in Chesterfield on April 9. Connie noted she needed information from Cathy to finish the promo schedule. Marcia noted the trustee orientation will be held August 5 at 25 Triangle Park Drive and Michelle Elbert will co-present. It will be from 10-2. She also noted the August 6 board meeting will be in person at the same address.

**Communications:** Connie said they were looking at 3 companies, one recommended by Tammy, one that was recommended by Piper Webs. Conrad interviewed Cyber Optiks who have created a template for current contracted libraries so it is a turnkey operation. There is a one time migration fee of \$21000 and the annual rate is \$1047. The other company was \$3000 and Windhill Design was \$2550. Conrad and Connie recommend Cyber Optik; they require 50% of payment of the migration fee upon the signing of the contract. If they sign in February, they will start the project in April and the migration will be complete in July; the balance will be due at that time. NHLTA will get 1 month free and hosting starts in September or October. Conrad felt this was the best choice financially and they are already working with other libraries. Connie made the motion that NHLTA contract Cyber Optik, 154 W. Park Ave, Ste 723, Elmhurst, IL 60126, Contact: Ron Johnson for the website hosting of NHLTA. Conrad seconded and noted they will set up a demo before they launch. All were in favor with none opposed. PASSED. Connie will send the contract to Marcia today for signing,

**Old Business:** None.

**Facebook:** Renee noted there was really not much new to report. They haven't been receiving any negative responses to posts, so that's a good thing.

**New Business: New NHLA** Conrad noted he would be stepping down as NHLTA liaison to NHLA in March. He will attend the February meeting. He noted they meet the second Tuesday of the month at 2pm, via Zoom. He reports to the executive committee and provides legislative updates. Please let him know later and it will be discussed at the March meeting.

Marcia noted they are paying for Wufoo on a monthly basis and Constant Contact was renewed. She noted they will be going with Google surveys in the future as there is no cost for evaluation forms. Connie noted all email blasts are sent via Wild Apricot. Marcia noted the topic of survey creation will be discussed at the next education committee meeting.

Sue N asked if there was a list of directors. Marcia said she'll send one out.

**Anything that comes up after sending agenda:** None.

**Meeting Adjourned:** Ann made the motion to adjourn; Cliff seconded. All in favor. PASSED - 11:34 am.

**Next meeting:** Next meeting **March 5, 2025, 10:00 am via Zoom**.

Respectfully submitted, Kathryn Parenti