

## NHLTA Education Committee Minutes – Tuesday, February 20, 2024

Present: Rosemary D’Arcy, Deb Caplan, Pat Pustell, Dee Santoso, Janet Hromjak, Mark Branoff, Michelle Elbert, Conrad Moses, Connie Kirwin, Marcia McLaughlin, Katrinka Pellechia, Cathy Harvey, and Kathy Parenti

Absent: Anne Chant, Tammy Hooker, Renee Mallett and Ashley Methot

1. Minutes of January 16, 2024: Rosemary made a motion to approve the minutes. Conrad seconded. Michelle and Katrinka abstained. The motion passed.
2. 2024 Annual Conference
  - a. Marcia and Michelle will be presenting the Trustee Basics session which is good for new trustees. They’re all set apart from a few missing pieces. There’s a session in the morning and one after lunch.
  - b. The Keynote address is on AI and the speaker is all set.
  - c. Connie stated that the registration deadline is Friday, May 17<sup>th</sup> and the Scholarship deadline is on the same day. (Friday, May 17<sup>th</sup>). Wednesday, May 1<sup>st</sup> is the deadline to get all materials to the printer.
  - d. Deb said that the Conference looks good and everything is ready.
  - e. There was discussion about #11 Legal Tracking & Policy Advocacy and it’s correct title as well as #15 Meeting Minutes, ...It was determined that Woofoo must be used for exact titles and details.
  - f. Hearty thanks go out to Janet for soliciting more sponsors than ever before! Thank you Janet!
  - g. There was discussion about whether paper copies of the conference agenda for attendees would be printed out from the emailed version. Connie recommended about 25 copies or so be printed by Speedy Printer in case some attendees don’t have it. Katrinka also suggested that we have the program on an Easel with descriptions for people who need it.
  - h. There will be seven workshops and nine exhibitors. We can have fifteen tables in the lobby since we are having a plated meal. We’ll need 4 of those tables for NHLTA. (3 for registration and one for problems and late arrivals) Ashley will need to confirm these table numbers in advance.
  - i. Janet inquired about whether more money has been received since her last communication with Mark. Mark will send Janet an email listing those sponsors needing to pay.
  - j. Rene is developing a crossword puzzle. Deb will follow up with her and fill in the gap if need be.
3. 2024 Workshops and Regional Gatherings
  - a. Marcia and Michelle will facilitate an orientation on Tuesday, May 7<sup>th</sup>
  - b. Budgeting Workshop on Tuesday, July 16<sup>th</sup> will have two presenters: Adam Schlager, Director of the Weeks Public Library and Brittany Durgin, Director of the Moultonborough Public Library. This Budget Workshop will be about how to prepare a compelling budget presentation.
  - c. The Regional Gathering on April 13<sup>th</sup> is all set. The facilitators will meet next week to determine the details.

- d. Patricia suggested hosting a gathering at the Ossipee Public Library in September.
  - e. Kathy Parenti is planning on hosting a gathering in October at the Wadleigh Memorial Library for the Milford area
  - f. Connie will share her checklist of preparations for hosting regional gatherings.
4. Trusteeship 101 – feedback
- a. Connie reported that there were four responses regarding the Trusteeship Listserv announcement. The responses were from Lyme, Bennington, Newington and Rumney. All responses were positive. The attendees were very pleased and all gave positive reviews that NHLTA provided this information.

There being no further business the meeting adjourned at 10:55.

**Next Meeting – Tuesday, March 19 at 10:00 a.m. via Zoom**