



The Newsletter of the New Hampshire Library Trustees Association

2016 NHLTA AWARD WINNERS

LIBRARY OF THE YEAR: *Wilmot Public Library*

LILLIAN EDELMANN TRUSTEE OF THE YEAR: *Mary Ellen Brookes
Wilton Public & Gregg Free Library*

LIBRARY DIRECTOR OF THE YEAR: *Nancy Vincent, Keene Public Library
and Nancy Ladd, Pillsbury Free Library, Warner*

**SUE PALMATIER AWARD FOR OUTSTANDING SUPPORT BY A
“Friends of The Library” GROUP:** *The Friends of the Orford Libraries*

Congratulations to those special contributors who connect the library to the community. In-depth reports of the presentations along with accompanying photos will be published in the Winter edition of the “New Hampshire Library Trustee” newsletter.

TWO NHLTA WORKSHOPS COMING SOON

Library Construction Projects: From Design to Financing

Saturday, October 22

This workshop will consist of two concurrent sessions: one is focused on the design and construction aspects of building, expanding or renovating a public library; and the other covers financing and fundraising issues. While there will be some formal presentations from those who have led successful projects, the format will primarily be open discussion among workshop participants with plenty of time to address specific questions.

Trustees who have successfully undertaken building projects in the recent past are encouraged to attend to share their expertise with those at the beginning of a library building endeavor.

—continued on page 2—

Getting Started on Effective Performance Management

Wednesday, November 30

This workshop will help trustees understand their role and responsibilities as employer. Learn the “ins-and-outs” of hiring and managing library staff and the basics of a good personnel manual.

Workshop Overview & Presenters

Margaret Byrnes, Esq., attorney with the NH Municipal Association, will explain Library Employment RSAs regarding hiring, termination, terms of employment, and director contracts.

Deb Caplan, HR Business Partner at SDE, Inc. and Stenhouse Publishers, and Alternate Trustee of the Peterborough Town Library, will address job descriptions and performance evaluations, and advise on hiring a new director.

—continued on page 2—

IT ALL STARTED WITH A DOOR?

By Melissa Prefontaine
Former Trustee Chair
Langdon Library, Newington

We’re not talking about a magical door to Narnia or even a glorious, historical door. We’re talking about a basic, run-of-the mill front entrance door to our beloved 2000 square foot library. This is the story of how the Langdon Library began its successful building campaign that passed on its FIRST TRY.

Our little 120 year-old library in the heart of the historic district of Newington, NH, was named after our benefactor, Woodbury Langdon. Originally built in 1892, the library underwent a tiny addition 20 years later and a more substantial “phased” addition in 1970. Unfortunately, Phase One of the plan occurred and 42 years later the town was still waiting for Phase Two.

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Program Agenda

10:00–10:25 *Introductions, Overview of the Building Process*

10:30–12:00 *Breakout Groups*

1. Library Building from Design through Construction

This session will address the building process in detail, ranging from selection of the architect, the design process, to working with selectmen and involving the public in the process, to the role of the Library Director, and the construction process itself. *Intended audience: trustees, building committee members.*

2. Financing the Construction Project

This session will focus on how to fund the project. Should you work with a professional fundraiser and what might that relationship look like? Should you form a Foundation? What is the role of the Friends organization? How do you put forward a warrant article for a bond and promote it to voters? *Intended audience: Foundation board members, trustees.*

12:10–12:30 *Collaborating for Success*

The two groups will reconvene to talk about how the trustees and foundation board should work together and with the Library Director, share tips for engaging community support, and trade key lessons learned during the program.


Presenters/Facilitators

Melissa Prefontaine, Former Trustee Chair, Langdon Public Library, Newington (expansion completed in 2014)

Terri Jillson White, Trustee Chair, Abbott Library, Sunapee (completed in 2014)

Melinda Atwood, Chair, Abbott Library Foundation, Sunapee


This workshop will be held on Saturday, October 22, from 10:00 a.m. – 12:30 p.m at the Hooksett Public Library, 31 Mount Saint Marys Way, Hooksett (directions on their website: www.hooksettlibrary.org/about-us.)

NHLTA will provide morning refreshments and beverages. Participants are encouraged to bring a bag lunch if they wish. There is no fee for this workshop. Online registration only—the link is on the NHLTA website: www.nhlta.org. 

Effective Performance Management Workshop continued from page 1

Liz Tentarelli, NHLTA Director and former Newbury Public Library Trustee, will give an overview of the content and importance of personnel policies.

This workshop will be held on Wednesday, November 30, from 10:00 a.m. to 1:00 p.m at the NHMA (NH Municipal Association), 25 Triangle Park Drive, Concord (directions on their website: www.nhmunicipal.org/About.)

NHLTA will provide morning refreshments, beverages, and presentation handouts. Participants are encouraged to bring a bag lunch if they wish. There is no fee for this workshop. Online registration only—the link is on the NHLTA website: www.nhlta.org. 

NHLTA BOARD OF DIRECTORS 2016–17

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“The NHLTA assists Trustees to be knowledgeable and effective in order to serve, improve and promote NH Public Libraries.”

Letter from the President . . .



As I undertake my first term as NHLTA's board president, I have been reflecting on a few of the challenges and questions that confront many public library trustees. In my messages in this newsletter I plan to share some thoughts on these issues.

Perhaps the most frustrating comment I and many trustees hear from residents who do not visit their library (and, unfortunately, that includes many selectmen) is this: Libraries are passé, everything we need to know is on the Internet, and nobody needs old-fashioned paper books anymore. We all want to roll our eyes when we hear this, but instead we take a deep breath and launch into our elevator speeches on how cost-effective the library is, and how important its contribution to a well-informed population. We explain the broader role of public libraries as community centers, the many products, programs and services they offer, and even the resurgence of paper books as a desired reading option among the younger generation.

As an aside, evidence on the resurgence of "real" books has been covered in many articles. Research studies have revealed that people comprehend and retain information better when they read it in a traditional book, as opposed to listening to an audiobook or reading the material on their e-reader. Don't get me wrong, I love all those alternative formats and often max out my Overdrive account. I always have a book on CD in my car, I own two Kindles, and I've recently bought a waterproof iPod so I can listen to books while I swim laps. Still, the stories I remember best are those I've read from that pile of books on my nightstand.

But I digress, as it's not about the books or the format of the material when we talk about our libraries. Rather, we should focus on the broader contribution our public libraries make to the quality of our communities in terms of local spirit and connectedness, to our development as individuals, to lifelong learning and even to our recreational life. While our role as trustees is the governance and management of this critical local institution, we must also ensure that our communities understand, value, and avail themselves of all the library has to offer.


NHLTA strives to support you as trustees and, through you, our public libraries in our shared mission of community service. This year we plan to expand our efforts to support you in this effort.

Susan Young Gaudiello
s.gaudiello@nhlta.org

2015 NH LIBRARY STATISTICS

The 2015 Public Library Statistics for New Hampshire were released September 6 by the NH State Library. The Excel spreadsheets are available on the state library's website: [www.nh.gov/nhsl About Us > Departments > Library Development Services > Library Statistics](http://www.nh.gov/nhsl>About%20Us%20%26%20Departments%20%26%20Library%20Development%20Services%20%26%20Library%20Statistics).

Please note that there are sixteen worksheets in the "2015 Complete Library Statistics" file arranged by data elements. There are eighteen statewide summary tables in the "2015 NH Statewide Tables" arranged by a table of contents and percentage comparisons and per capita calculations.


You have to download and save both of these two Excel files to your computer in order to work with them. 

MCKAY SCHOLARSHIPS AVAILABLE

By Mark Branoff, NHLTA Director

Scholarships are available from NHLTA's Mildred P. McKay Scholarship Fund. Scholarships are awarded for graduate courses (e.g., MLS and MLIS courses,) certificate courses, conferences (including NHLTA's Annual Conference) and workshops.

Criteria for scholarship eligibility and a scholarship application can be found on NHLTA's website, www.nhlta.org. Past McKay Scholarship recipients can also apply for another scholarship for that next course, conference or workshop.

NHLTA established the Mildred P. McKay Scholarship Fund in 1965. Last year, 2015, marked the 50th Anniversary of the scholarship fund. 

NH LAW ABOUT... SERVICE ANIMALS

A new research guide on the law about service animals has been posted by *The John W. King* New Hampshire Law Library in Concord: www.nhpublaw.org/nh.law.about/law/92.

Printed with permission from the NH Law Library.
— Editor

Introduction to...Service Animals


Posted August 14, 2015. Revised June 6, 2016

The questions about service animals that come to us at the law library generally fall under the Americans with Disabilities Act (ADA) and New Hampshire law, so this guide focuses on these laws.

Under Title II and Title III of the ADA, a service animal is a dog (or in some circumstances, a miniature horse) that is individually trained to do work or perform tasks for people with disabilities. New Hampshire law, RSA 167-D, defines a service animal as “any dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability” and specifically excludes other species of animals, “whether wild or domestic, trained or untrained.” The definition of “assistance animal” under the Fair Housing Act and the definition of “service animal” under the Air Carrier Access Act are broader than the definition under the ADA which can sometimes cause confusion for researchers. Also, New Hampshire towns or cities may have broader definitions of service animals so always be sure to check local ordinances.

The Americans with Disabilities Act prohibits discrimination on the basis of disability in employment, state and local government, public accommodations, commercial facilities, transportation, and telecommunications. The Disability Rights Section of the Civil Rights Division of the U.S. Department of Justice works to achieve equal opportunity for people with disabilities in the United States by implementing the ADA. The Section’s website links to statutes, regulations, guidance documents, and FAQ sheets including “Commonly Asked Questions About Service Animals in Places of Business” and “Frequently Asked Questions about Service Animals and the ADA.”

The Disability Rights Center–NH provides information, referral, advice, and legal representation and advocacy to individuals with disabilities on a wide range of disability-related problems. Their website (see below) has a host of information on service animals.

Please remember that this guide is for information purposes only and is not comprehensive. It is intended as a starting point for research, to illustrate the various sources of the law, and to provide guidance in their use. NH Law About ... is not a substitute for the services of an attorney. 


A TRUSTEE IN THE TWENTY-FIRST CENTURY

By Loring Webster, NHLTA Director

How and why did you become a trustee? Many of us were recruited by the director or possibly a staff member. We accepted the will of the people and suddenly we were a trustee not having a clue as to what that meant or what we were supposed to do. Fortunately there were others to guide us and soon we were firmly in place doing what had always been done in the past. But is that enough or should we be looking to help move the library into the twenty-first century? Some say the library is a relic of the past while others say it has become the center of the community. Which position should we embrace as trustees?

Most people will agree that the library of today meets a variety of needs in the community and it is the trustee board’s responsibility to help move it forward. But how do we make that happen? Many fresh new ideas emanate from the director and staff but there is an organization waiting to provide new ideas, education and tools for trustees to be proactive in advancing the library cause. That would, of course, be the New Hampshire Library Trustees Association—otherwise known as the NHLTA. The mission of the NHLTA is to provide educational opportunities for trustees and do so through several workshops during the year and an annual Spring Conference. The purpose of the Orientation Workshops is to acquaint trustees with their responsibilities, the power of their position through understanding NH RSAs, and where to seek help with specific questions. Another popular workshop, “Leadership Boot Camp” helps to guide new trustee officers as to their role and responsibilities and, again, where to seek help and answers.

As time goes on a trustee may decide that it might be time to move on and to use their experience in a broader capacity than simply the local community. The NHLTA is always looking for trustees to work on a state-wide level in furthering the trustee and library cause. Such a position is very rewarding as a member of any one of several committees working to advance the education of trustees or to communicate what tools are available. Much like the local trustee boards, the NHLTA Board of Directors is a working board that seeks to advance the skills of all trustees in the state through various communication and educational opportunities.

If you truly would like to make a difference in the future of New Hampshire libraries, you owe it to yourself to check out the NHLTA and the many opportunities for personal growth and fulfillment it has to offer. 

SAVE THE DATE!
Wednesday, May 24, 2017
NHLTA Spring Conference
Grappone Conference Center, Concord

While beautiful and “cozy” let’s say, like many historic libraries in the state, it was riddled with issues. It was essentially a giant square room sectioned off into areas and by no means imaginable did it remotely meet current codes. It was not ADA compliant and was completely maxed out for space. You couldn’t bend over in the stacks area without your rumpus pushing books off the shelf on one side and your head on the other. Those with a walker, wheelchair, or crutches were just completely out of luck.

One cold, snowy evening, I received a phone call from the staff member on duty. She was working alone and could not get out of the building. The town road crew had been there earlier to shovel the entrances and plow the parking lots. There are two entrances to the building—the front door and the side (supposedly an ADA compliant door with a ramp). They only shoveled the front door. She couldn’t open the front door to get out because during the course of the afternoon, it apparently got “stuck”. It wasn’t blocked with snow or ice. It just was “stuck”. I called the road crew and headed to the library to see what the problem was. We all worked on the door for about an hour. There was nothing visibly blocking the door, but it was definitely stuck. We did finally get it open with a whole lot of wiggling and prying.

It was then that we knew something was terribly wrong. Over the course of the rest of the winter, we had to literally “kick” the bottom of the door to get it open. We had multiple contractors come out to look at the door. They ground down the door jam, tried to reset the door in the frame, trimmed down the door—you name it, we tried it but the door kept getting stuck. In the spring, we had an architect and an engineer come out. We had no idea how to find either or who to hire. Our director had been to a class and we allowed him to hire someone he met at class. We figured it was at least a place to start.

This duo came to assess the building and told us that we had structural issues with the attic. Additionally, they informed us that most likely, any construction to the building would necessitate meeting current building codes which would mean that we would lose about half the items in the building. This was devastating to hear for several reasons. First of all, we had no capital reserve or funds available to pay for any construction, nor did we have a friends group or volunteers to do fundraising. Secondly, our library serves as the heart of the residential area of our town—it is the community center used for social gatherings, free computer usage, tutoring, kids programming, and etcetera. To lose anything in the library would be a huge blow for our patrons. Lastly, as trustees, we knew we had a responsibility to ensure the safety our patrons and staff and had to remedy the situation as quickly as possible. We simply could not go through another winter with a dysfunctional door that trapped people inside or risked injuring anyone trying to get in or out (having to repetitively “kick it” to open it).



Knowing that it wasn’t just about a door but rather the door was merely a symptom of grave structural issues and fixing these issues meant losing valuable space and services, we went with a bold plan to expand rather than just fix the library. To learn more about the steps we took on our path to success, keep tuned in to future newsletters! 📖

This article is the first in a series about library building projects by Melissa Prefontaine.
— Editor

TOURING THE NHLTA WEBSITE: www.nhlta.org

← HOME

- Scrolling photos of NHLTA member libraries
- Listing of Education Opportunities
- Access to the 2016 Revised Trustee Manual
- Read the current newsletter online
- *Ask Us*: contact NHLTA with your questions
- Link to Friends Group page
- Subscribe to NHLTA LISTSERV®

LIBRARY NEWS TAB > What's Happening page →

- News of interest to trustees
- Announcements of NHLTA events, awards, programs
- News about Regional Trustee gatherings
- Library celebrations, grand openings, construction
- Library profiles

← RESOURCES TAB > Resource Materials page

- Employment law PDFs
- Best Practice materials
- Legal Q&A from the NH Municipal Association
- Sample Policies and Bylaws
- NH Library Co-op lists

LIBRARY NEWS TAB > Did You Know page →

Items of interest to trustees such as:

- Pew Research Center report: "... print books are more popular than digital books ..."
- More than 180,000 items are available online from the New York Public Library
- Unusual programs: the Allegheny Ukulele Collective (Altoona, PA) has teamed up with libraries to provide an opportunity to bring music home!

BEST PRACTICE

Thank you to the Barrington Public Library for sharing their Memorandum of Understanding regarding building maintenance. This is provided as a sample and should be customized to fit your library. The MSWord document is available for download from the NHLTA website: www.nhlta.org Resources tab > Resource Materials page.

MEMORANDUM OF UNDERSTANDING For Custodial and Maintenance Service At the Barrington Public Library

The purpose of this Memorandum of Understanding between the Barrington Public Library Board of Trustees and the Town of Barrington is to memorialize the parties' agreement regarding their respective roles in maintaining the town library, which is located within the Town-owned recreation/library building. Both parties have read and agree to the following in regards to maintenance of the library portion of the building.

This Memorandum of Understanding is not intended by either party to constitute an enforceable contract, but rather sets forth the goals of the parties. Either party may withdraw from or ask for revisions to this Memorandum of Understanding at any time. However, understanding that the ability of the parties to meet their joint goals depends in part on the availability of adequate funding through the annual budget, the parties agree to request any changes to the Memorandum of Understanding sufficiently prior to the date that the budget for the following year is been set so as to allow for changes while maintaining budgeted items that were agreed upon in the previous budget year.

President, Library Trustees: _____

Date: _____

Town Administrator or Selectmen: _____

Date: _____

History

The Town of Barrington has historically chosen to fund major repairs for the recreation/library building from the general government buildings budget line, while smaller repairs and maintenance of the interior of the library are budgeted in the library's building maintenance line. The following section outlines in detail what tasks/systems fall under each category. The parties shall agree as to the party responsible for any task or system that is not specifically listed. Notwithstanding the allocation of tasks/systems, should the library and town be able to work together on a project that is allocated to the library so as to lower the cost to the taxpayers by the town performing/paying for the work required, the town will assist the library to the extent the town maintenance supervisor has the ability, funds, and staffing

to do so. The custodian hired by the library has a job description which is limited to cleaning and minor upkeep and repairs. He does not have the facilities, equipment, budget or time to deal with many larger building-wide items. See attached.

Town General Government Buildings Line Items

- HVAC Repairs and Upgrades
- Plumbing Repairs
- Exterior building issues, including siding repair, overhangs, oil fill valves, roofing, windows and painting
- Exterminator services for the building
- Parking lot and curbing issues
- Upkeep of entryway stairs
- Electrical Issues
- Replacement of full lighting fixtures
- Replacement of ceiling tiles
- Replacement or repair of doors
- Water Fountain Repairs
- Septic and well Repairs

Library Custodial/Building Repair Tasks and Budget Items

- All interior cleaning and purchasing of supplies needed
- Minor plumbing such as fixing toilets or leaky faucets, including costs
- Garden Maintenance and Planting, including costs
- Replacing and purchasing all burned out light bulbs
- Minor repair of door hinges and window locks
- Interior painting when needed
- Yearly cleaning of carpets and tile floors
- Choosing, installing, and budgeting for new interior carpet when needed
- Small tasks such as repairing or building display units or furniture, installing wall shelves, keyboard trays, etc.
- If the library chooses to move or add to existing outlets they will be budgeted for within the library budget
- All CAT5 wiring needed to run the library computer systems will be purchased and installed from within the library budget
- Daily trash removal and recycling
- Sweep path to library and keep clear of snow in the wintertime



MISSION TO MOMENTUM

By Adele Knight, NHLTA Director


The New Hampshire Library Trustees Association assists trustees to be knowledgeable and effective in order to serve, improve and promote New Hampshire public libraries.

Seeking to affirm that the mission of the NHLTA was foremost in their management of the organization, officers and directors of the NHLTA board engaged in a day-long retreat titled “Mission to Momentum.” Under consideration were the questions, how do we attract more board and committee members, could or should we be doing more to assist the membership, or might the services we do provide be made more effective and reach more trustees? Thomas A. Ladd, MLS, Librarian /Consultant/Trainer facilitated.

The fact that the NHLTA board is a working board is somewhat problematic because it takes a considerable amount of time to do all that is deemed necessary to be done. The directors have been trying to recruit additional committee and board members members to help with the volume of work that is required to serve and educate trustees all over the state. Because it has not been entirely successful, we brainstormed for more ways to engage our membership.

Finding the best avenue to use in order to reach the trustee membership is also of some concern. Greater use of the NHLTA website and LISTSERV® would greatly help trustees to get the information that they need but the percentage of users is lower than it might be. The newsletter does go to all the membership so increased efforts will be made to see that pertinent information, articles, and tools to make the jobs of trustees easier are continuously featured. Your thoughts and suggestions regarding newsletter content would be appreciated. Personal contact by members of the Board to the outlying membership was also listed as key in establishing communication that would promote our educational programs and services.

There was discussion on the pros and cons of using volunteers versus paid staff. Presently, the board does engage the New Hampshire Municipal Association to perform some administrative functions and might do more outsourcing but budget constraints, lack of engagement and commitment to the organization all must all be considered. The advantages of outsourcing are that board members would have more time for their present functions and to develop new services, it would reduce board “burnout”, and it might be easier to attract more volunteers.

At the end of the day, a checklist of goals to better help the membership and promote the NHLTA was drawn up. The Board will work to establish more personal contact with trustees, market the NHLTA, increase membership, explore outsourcing, and recruit new board and committee members. 

REMEMBER YOUR FIRST LIBRARY CARD?

By Shelly Angers

NH Department of Cultural Resources

When students head back to class each fall, they’re faced with new classes, new teachers, new friends and sometimes even a new school. But amidst all of the change, there’s a steady resource they continue count on: their library cards.

New Hampshire’s libraries offer the items that students need to succeed, both in school and out. In addition to print resources of all kinds, libraries have a full range of materials that can help students achieve their goals, including downloadable books and magazines, online databases, music, DVDs and internet access.

If a library does not have a particular item as part of its collection, students can request that it be borrowed using the N.H. State Library’s Interlibrary Loan service. Each year, more than 500,000 items are shared across the state through this program.


Libraries also offer something that no online service can: librarians, who both help students find the correct information they need and teach them how to decide what is an appropriate resource for their assignments.

The best part? Library cards are almost always free to those living in a public library’s town or city.

“What’s amazing about library cards is how they adapt to your needs as you go through life,” said Michael York, New Hampshire state librarian and acting commissioner of the N.H. Department of Cultural Resources. “You might begin by taking out story books when you’re in elementary school, but that progresses to serious research in high school and college.

“Libraries can then provide you with the information you need to find a job, maintain your home, fix your car, plan your finances, keep you entertained and more. Just about any information you need, you can find through your public library.”

Each September, the American Library Association works to make sure that parents and other caregivers know how important library cards are for students through its “September is Library Card Sign-up Month” campaign.

The New Hampshire State Library promotes excellence in libraries and library services to all New Hampshire residents, by assisting libraries and the people of New Hampshire with rapid access to library and informational resources through the development and coordination of a statewide library/information system; by meeting the informational needs of New Hampshire’s state, county and municipal governments and its libraries; and by serving as a resource for New Hampshire. 

TRUSTEE TOOLKIT

Selecting a New Director

In towns and in most cities, the board of trustees recruits, hires and supervises the library director. (RSA 202-A:11, V).

The librarian shall be appointed by the board of library trustees for a term of office agreed to at the time of employment and until a successor is appointed and qualified. (RSA 202-A:15)

NH law requires that the Board of Trustees appoint the director to a term of office at the time of hire. The term should be negotiated with the candidate at the time the position is offered, and the appointment should be made in writing. At the end of the initial term, the Board may elect to renew the appointment or may vote not to renew. In the latter situation, the director's employment ends at the termination of the appointment period, and the director does not have the right to request a public hearing as stipulated in RSA 202-A:17. If at the end of the appointment period, the appointment is not renewed but the director's employment is extended, then the director can only be terminated for the reasons outlined in the law and may request a public hearing prior to dismissal. NHLTA recommends that trustees enter into an employment agreement with the candidate when hiring a new director, spelling out the agreed upon salary, benefits and other terms of employment, including the term of the contract. A one-year contract may be extended annually by mutual agreement. NHLTA strongly advises trustees to seek the advice of an attorney when developing an employment agreement.

This is one of the most important duties and activities in which a trustee participates. For both governing and advisory boards, a change in management offers an exciting opportunity to consider basic questions about the library and perhaps redefine its operation. For example:

What is and what should be the role of the library in the community?

Has the community changed and does the library reflect that change?

Do we like what we've done in the past? What's changed? What will our community be in five years? Ten years? What type of library director do we need to move us forward and fulfill our goals?

All boards prepare, autonomously or in collaboration with the personnel department of the municipality, the job description of the director or revise a former description that answers the question, "What type of library director do we need?" (See *Working with the Library Director*, page 34, for ideas on specifics in the job description.) Elements of the job description and goals for the library should be used for the "Job Opening" announcement. All libraries are Equal Opportunity Employers and must abide by the laws that protect employees and job applicants against employment discrimination. These include unfair treatment because of race, color, religion, sex, national origin, age, disability or genetic information.

Criteria for the appointment are based on the direction and goals of the library and may be divided into three categories: personal characteristics, experience (including business, technology, and personnel management), and education. **All applicants should be asked the same general questions.**


It is important to remember that the new library director, **not the trustee**, is the one who will administer the library for many years. The director needs a combination of confidence, expertise, friendliness, leadership ability, self-discipline, and vision that will carry your library service forward in the community.

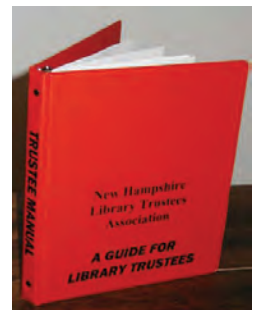
2016 Revised Library Trustee Manual

NHLTA is pleased to announce the delivery in August of the 2016 revised Library Trustee Manual. Distribution was provided via the NH State Library Interlibrary van delivery service for which NHLTA is very thankful.

The mission of the NHLTA is to educate library trustees to be knowledgeable and effective at the local level. The Library Trustee Manual was compiled as a resource for public library trustees in New Hampshire and covers topics ranging from state statutes, to the role and responsibilities of trustees, to the relationship between trustees and library staff.

This year NHLTA provided one hard copy in a 3-ring binder to each library. The full text is also available online on the NHLTA website, www.NHLTA.org, and can be searched and/or downloaded.

In this and subsequent issues we will feature a section from the manual in the column Trustee Tool Kit. The topic for this issue, "Selecting a New Director," is timely as it will be discussed at the Personnel workshop on November 30th. Read it now in advance of attending the in-depth presentation at the workshop. 



FREQUENTLY ASKED QUESTIONS


The content provided by this FAQ is for informational purposes only. It is not and should not be considered legal advice. Additional FAQs are available on the NHLTA website: www.nhlta.org.

QUESTION: Do we need a policy about breastfeeding in the library?

ANSWER: NH law protects mothers regarding breastfeeding. Trustees need to take the law into consideration when writing a policy. It is recommended that a quiet room be made available for the mother to be able to breastfeed.


**TITLE X
PUBLIC HEALTH
CHAPTER 132
PROTECTION FOR MATERNITY AND INFANCY
Section 132:10-d**

132:10-d Breast-feeding. – Breast-feeding a child does not constitute an act of indecent exposure and to restrict or limit the right of a mother to breast-feed her child is discriminatory.

Source. 1999, 121:2, eff. Aug. 9, 1999. 

WHAT IS A “Little Free Library”?

<http://littlefreelibrary.org>

It’s a “take a book, return a book” gathering place where neighbors share their favorite literature. A Little Free Library can be a box full of books where anyone may stop by and pick up a book (or two) and bring back another book to share. Do you have a Little Free Library? Send your photo to c.kirwin@nhlta.org. 

“Little Free Library” at the Converse Free Library, Lyme



The New Hampshire Curmudgeon


NHLTA Board of Directors Need You!

Your NHLTA Board is struggling to fill vacancies on the board and on committees. So why is this? The common reply is “I’m already too busy.” Well, it’s your board of directors and your association after all. Can you find a way to take one day off a month to work with a great bunch of dedicated people and see how you and the board can make a difference in the library world? That would be Hump Day, first Wednesday of the month. The Education Committee typically meets immediately following the Board meeting, so it’s still just a one-day commitment.

Most of the other committees tend to communicate via email, so we’re still talking about a one-day commitment plus moderate homework. The Directors are elected at the Annual Meeting for a two-year term. The Board obviously would like you to find your niche and remain longer, but that’s your decision.

The Board has been working very hard to provide a valuable source of material to help trustees become knowledgeable in their jobs. Now it’s pay-back time. Go to page 2 of this newsletter and email any one of the directors and say **“YES, I’D LIKE TO GIVE IT A TRY.”**

NHLTA AT NHMA ANNUAL CONFERENCE

Join us at the New Hampshire Municipal Association (NHMA) Annual Conference: “Celebrating 75 Years of Service to Your Hometown” on Wednesday, November 16 and Thursday, November 17 at The Radisson Hotel in Manchester. Members of the NHLTA Board of Directors have been hosting a booth at this conference for the past five years advocating for libraries—speaking up, speaking out, and speaking for the value of libraries to the city and town government attendees. The conference also feature workshops of interest to library trustees. More information is available on the NHMA website: www.nhmunicipal.org. 

“My best friend is a person who will give me a book I have not read.”

— Abraham Lincoln

REGIONAL TRUSTEE NETWORKING


NHLTA encourages networking among trustees. We will publish your meeting date/time/location in the NHLTA newsletter and on the website calendar: www.nhlta.org. Area groups that have had gatherings are: Greater Hooksett Area, Monadnock Area Trustees, North Country Trustees, Seacoast Region Trustees, Rockingham-Strafford Counties Trustees, and Souhegan Valley Area Trustees. You will enjoy the benefits of learning from each other.

Monadnock Area Trustees

The Monadnock Area Trustees will meet Friday, October 14 at noon in the Jaffrey Public Library.

The Monadnock group was formed a number of years ago so that trustees in the region (and beyond) could meet informally to exchange information, interests, ask questions, and discuss issues affecting their libraries. This networking also gives trustees an opportunity to meet other trustees and to tour other area libraries. From time to time, there will be a special focus on library construction, budgeting, or technology. At one gathering we had a speaker about the MakerSpace movement. While attendees do find the meetings devoted to special topics very informative and useful, they usually like to take some time for informal discussion.

A few examples of questions asked or topics discussed are: drawing up a new director evaluation form, which board is responsible for the maintenance of the library building—the Library Trustees or the Selectmen, volunteer background checks, budgeting, and the practice or RSA regarding giving money back to the town at the end of the year.

If you would like to host a gathering and need help organizing, contact Adele Knight at a.knight@nhlta.org. 

HOLDERNESS FREE LIBRARY ADDITION

Construction has begun at the Holderness Free Library of a two-story addition that will contain a meeting room and children's area. Samyn-D'Elia Architects, Ashland, are the designers with construction by Conneston Construction, Inc, Laconia. There are many progress photos on the library's website: www.HoldernessLibrary.org. 




UNIQUE PROGRAMS FOR TEENS

Teens around the state are doing more than playing games and texting on their smart phones. Check out the following two unique teen programs.

Teen Humanitarian Book Club

Teens at the Derry Public Library are reading about humanitarianism. What is a humanitarian book club? It's a club that specializes in reading about some of the greatest humanitarians of the past and present like Nelson Mandela and Malala Yousafzai. Titles include: *Long Walk to Freedom*, *I am Malala*, *The New Jim Crow*, and *We Should All Be Feminists*. The book club is run by teens and they vote on each title at the club meeting. *Food for the brain*


Teen Iron Chef Competition

Teens at the Durham Public Library are cookin'! Who will be crowned the first Teen Iron Chef in Durham? The theme for the October competition is School Lunch and competitors choose from a selection of ingredients to prepare a prize-winning dish with a secret ingredient! What is the secret ingredient? Contestants find out when they arrive at the competition! *Food for the body* 

POLICIES EVERY LIBRARY SHOULD HAVE

Does your library have a credit card? Do you have a policy to cover secure use of the card? Below is a sample that should be customized for your library.

CREDIT CARD POLICY

- All credit card purchases must be pre-approved by the board of trustees at their regular meeting and documented in the minutes.
 - All sales receipts of purchases must be submitted to the Treasurer on a monthly basis.
 - The monthly statements will be reviewed and approved by the Treasurer and Chair prior to payment.
 - Purchases will be accounted for and recorded in the monthly Treasurer's report.
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GET CONNECTED!

Join the NHLTA LISTSERV® just for Trustees

Did you know that trustees have their own means of communicating and sharing? You are not alone—there are over 1200 other trustees in NH—join and get connected!

Subscribe on the NHLTA website: www.nhlta.org.



**New Hampshire
Library Trustees Association**

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2016 CALENDAR

October 5	10:00 a.m.	NHLTA Board of Directors meeting NHMA, 25 Triangle Park Drive, Concord
October 14	12:00 noon	Monadnock Area Trustees meeting Jaffrey Public Library, 38 Main Street, Jaffrey
October 22	10:00 a.m.	NHLTA Workshop: Library Construction Projects Hooksett Public Library, 31 Mount Saint Marys Way, Hooksett
November 2	10:00 a.m.	NHLTA Board of Directors meeting NHMA, 25 Triangle Park Drive, Concord
November 16 & 17	9:00 a.m.	NHMA 75th Annual Conference Radisson Hotel, Manchester
November 30	10:00 a.m.	NHLTA Personnel Workshop NHMA, 25 Triangle Park Drive, Concord
December 7	10:00 a.m.	NHLTA Board of Directors meeting NHMA, 25 Triangle Park Drive, Concord

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