

New Hampshire

LIBRARY TRUSTEE



www.nhlta.org

Volume 33 number 4
WINTER 2017-18

The Newsletter of the New Hampshire Library Trustees Association

Save the Date!

NHLTA 2018 Spring Conference
Monday, May 14, 2018



Keynote Address

**“21st Century Library Services
and Transformation”**

Kimberly Bolan Cullin

founder of Kimberly Bolan and Associates (KBA)



Also Back by Popular Demand—

George Needham

*Nationally recognized consultant and
Director of the Delaware County (OH)
District Library*



Plus 15 workshops on such topics as:

**Strategic Planning,
Friends and Foundations,
Running Successful Meetings,
Working with Architects,
Financial Management,
Marketing the Library
...and more!**




**Please note new venue:
Radisson Hotel
Downtown Manchester**

Dorothy M. Little Award Presented to Adele Knight

The New Hampshire Library Trustees Association is very pleased to announce the presentation of the Dorothy M. Little Award to Adele Knight. NHLTA President Susan Gaudiello presented the award to Adele at a special celebration at the Dublin Public Library on October 28.

The award was created in 1988 in honor of Dorothy M. Little, a trustee of the Lane Memorial Library in Hampton. Known locally as “Mrs. Library,” she was a woman who took to heart the cause of bettering state and local libraries. Previous recipients of the award include Terry Knowles and Lillian Edelmann. A plaque at the State Library lists all the recipients of NHLTA’s Dorothy M. Little award.

“The Dorothy M. Little Award is rarely given, making it a true honor for an individual to merit such recognition. We cannot think of anyone more deserving than Adele Knight,” stated Ms. Gaudiello.

The Dorothy M. Little Award is presented to an individual who “has demonstrated sustained, extraordinary public library advocacy and activism on a local, regional and state level.” Adele Knight has certainly met and exceeded the criteria of the award with over 30 years of volunteer work advocating for libraries. She served at both the local level as a trustee of the Dublin Public Library for more than 23 years, and as a member of the Board of Directors of the NHLTA for eight years. During her service on the NHLTA board, which ended June 30, 2017, Adele demonstrated her collaborative, inclusive leadership style and inspired the NHLTA to expand its membership services, including educational programming and advocacy efforts. She was also instrumental in strengthening the state association’s ties with other state organizations and the State Library, and testified on behalf of public libraries at the State Legislature. 



Letter from the President . . .



Winter 2017-18

This is the time of year when library trustees have to polish their advocacy skills in support of their proposed budgets for the coming year. You've spent the past several months refining your library's budget, debating which line items need increases and which might be trimmed, and considering any capital expenditures that can't be put off any longer. You may also have been assessing your voters' and your town officials' appetite for budget increases, and then tweaking your budget proposal accordingly.

If you thought your job was done at this point, think again. Now we are moving into the phase of public advocacy for the budget. In most towns, voters aren't attending the Selectmen's meetings or even watching them on the local cable channel (if you even have that option). Rather, they start to show up at the public hearings on the budget, or at the Deliberative Session, if you live in an SB2 town. If your town makes the budget decisions at a traditional Town Meeting, then that's your primary forum for making your case. Either way, most of the voters haven't a clue about the details in the budget before those events, except perhaps for capital expenditures. How can you ensure support for the library?

First, don't wait until Town Meeting or Deliberative Session to inform voters about your budget needs. Use your library newsletter and website to INFORM and EDUCATE the public about how efficiently the library spends public dollars, and what a good deal you are for the town. Cite what percentage of the town budget the library represents (always a tiny fraction of the budget) and how many pennies of the tax rate go to the library. Boast about your circulation and patronage statistics. If you are trying to pass a special warrant article, explain why that extra expenditure is needed and how it impacts the tax rate.

Second, prepare talking points for all the trustees to use when they interact casually with other residents in the weeks leading up to Town Meeting day. Take some time at your next trustee meeting to create an "elevator speech" about the value of the library to the town and why the library's budget should be supported as proposed. Not everyone is comfortable with public speaking, but everyone talks with their friends and neighbors and should be confident about your message. And, prepare at least one trustee to act as the spokesperson at Town Meeting or Deliberative Session.

Advocates Are the Voice of the Library

- Wear your library hat at all times.
- Create a 3-minute "elevator" speech and be prepared to deliver it anytime, anywhere.



**"Speak Up, Speak Out,
Speak For...
Libraries"**

Third, enlist the support of your natural allies, in particular the Friends of the Library. The library may also have engaged with other groups in town on programs and events; partner with them to support one another. Together you have helped fashion the social and cultural fabric of your community. Make sure residents understand how valuable your contribution is to the quality of life in your town.

Good luck and enjoy the process!

Susan Gaudiello
s.gaudiello@nhlta.org

Lillian Edelmann Trustee of the Year: Terri Jillson White

On November 15, 2017, friends, family, fellow library trustees, library staff and even some NHLTA board members crowded into the Abbott Library in Sunapee to congratulate Terri Jillson White on being named the Lillian Edelmann Trustee of the Year.

Appointed as an alternate trustee in 2008, Terri was elected to serve as a trustee in 2010. Since her election, she has served as chair of the Abbott Library Board of Trustees. During her tenure as chair, she initiated the formation of the Abbott Library Foundation to raise money for a new library. She also organized the effort that resulted in the town voting for a \$975,000 bond. This public/private funding strategy eventually led to the success of the effort to build a much-needed new library building for the town. The library had its grand opening in 2014.

Terri has also been involved with the New Hampshire Library Trustee Association, leading workshops on Leadership Boot Camp, Building a New Library/The Sunapee Experience and Empowering Trustees to be Effective in Their Elected Roles.

In the words of her fellow trustees, Terri is “the perfect advocate for our library” and “her commitment to the Abbott Library and the advancement of its goals and missions is real and deep.” 📖



NHLTA president Susan Gaudiello presents award to Terri Jillson White.

NHLTA Library Director of the Year: Lori Fisher, Baker Free Library

In the eight years that Lori Fisher has served as director of the Baker Free Library in Bow, she has been a tireless

advocate for the library—making sure the library is a resource not only for information, but as a welcoming gathering space for the community. Starting in 2012, armed with survey results and a long-term strategic library plan, Lori was instrumental in developing plans to finish out the library’s basement as much-needed community space—the Lower Level Renovation Project—working with the town government, town businesses, the library trustees, the Friends of the Baker Free Library, the Baker Free Library Foundation and patrons on the \$600,000 project which was completed in March 2017. The renovations were finished on time and under budget, and meeting rooms were booked before the renovations were complete! As the trustees stated when nominating Lori: “It takes an extremely talented and motivated individual to both envision the future and then make it happen ... If the Baker Free Library did not have Lori at its helm, our library would not be the community center that it is now.”

On November 8, before an enthusiastic and appreciative gathering of trustees, staff and townspeople, NHLTA President Susan Gaudiello presented Lori with her well-deserved award for Library Director of the Year. 📖



Lori Fisher and NHLTA president Susan Gaudiello.

NHLTA Regional Meetings

Hudson, September 21

Trustees from the Rodgers Memorial Library in Hudson hosted their colleagues from Chester, Litchfield and Derry, as well as NHLTA board members Conrad Moses, Ed Moran and Susan Gaudiello, on September 21. The library staff as well as a consultant working with Plaistow Public Library joined in the discussion, which focused on strategic planning. The group reviewed the guidelines offered in a workshop delivered at the 2017 NHLTA Annual Conference, and Hudson and Plaistow shared their efforts to poll residents—patrons and non-users alike—as part of their community input process.



Hudson Regional Meeting

Moultonborough, September 28

Eleven trustees, a library director, and a Friends' member representing the communities of Ashland, Effingham, Gilford, Meredith and Moultonborough met at the Moultonborough Public Library on Sept. 28. NHLTA director Mary Castelli facilitated. Reinvigorating Friends groups and fund-raising ideas sparked a lot of conversation. One library director found that increasing the number of library volunteers also increased good will

in the town and built the Friends group through word of mouth. One library builds good will (and future customers) by sending a book, sippy cup and plush animal to each new baby in town. Fundraising ideas included looking at the town tax rolls and sending a request letter for involvement or donations, a chocolate fair, a pie day, house tours, and an annual luncheon at a restaurant with an author or other speaker. One library offered to show how their Friends representative used Amazon to sell books on-line.

Attracting teens was also discussed. Dedicated library space with computers, having comfy chairs and providing food for programs acted like a magnet for teens. Some

special programming that teens responded to included duct tape outfits, technology, interactive games, and science fiction. The group also discussed non-book items available for check-out: a GPS, telescopes, Duplo kits (found at a yard sale by an enterprising individual and organized in bags with an inventory of the contents) and try-out kits donated by a Friends group for fun activities such as fly fishing and birding.



Durham Regional Meeting

Durham, October 12

A dozen trustees gathered at the new (four years old) Durham

Fall 2017

Public Library for a tour and lively discussion. The towns of Rochester, Barrington, Lee, Brentwood, Kingston, Madbury, East Kingston, and Chichester were represented at the meeting. The major topics of conversation centered on the process of conducting a search for a new library director and realizing the goal of financing a library construction project. Most of those present had either recently been through one or both of these experiences or were in the midst of a search or building project. Other topics included policies governing the use of study rooms by paid tutors, strategic planning for the board, and succession planning.

The information and resources shared by both trustees and the two directors in attendance were invaluable. The topics planned for the next discussion include performance evaluation of the library director, creating a good job description for the director, how libraries set wages and benefits for staff, and an update on the Durham board's strategic plan.

Epsom, October 25

Two dozen trustees and four directors, representing Barrington, Epsom, Deering, Amherst, Barnstead, Northwood, Deerfield, Pembroke, Chichester, and Canterbury, enjoyed a lively exchange of ideas and experiences at the regional meeting hosted by the SILC cooperative at the Epsom Public Library. Since a number of the libraries are either in the midst of a director search, have recently hired a new director or are anticipating a vacancy due to retirement in the next year or two, the discussion centered on the search process and the desired qualities and education of the library director. Other topics included the evaluation of the library director, finding new trustees and alternates, presentation of the budget, and attendance at selectmen's meetings.



Epsom Regional Meeting

All the groups found these regional meetings worthwhile and agreed to meet again in the spring after the March 2018 town meetings and elections. Watch for announcements in the NHLTA newsletter and on the NHLTA website: www.nhlta.org. 📖

Upcoming Regional Meetings Spring 2018

The fall meetings were a great success!
NHLTA is planning more for
late March/early April 2018.

Possible locations include:
Kingston, Epsom, Warner, Hudson,
Holderness.
Watch for details and dates on our website
www.nhlta.org.



**Also in the works: another
North Country Workshop!**

ASK MARGARET

Management of Personnel Files

By Margaret L. Byrnes, Attorney at Law
NH Municipal Association (NHMA)

What legal requirements must library trustees understand about the management of personnel files?

The library trustees, as the governing board of the library, have supervisory control and authority over the employees of the library. Therefore, as employers, the library trustees are tasked with understanding the nuances of employment of law, including the management of personnel files.

The starting point is understanding what the law considers to be a “personnel file.” Under the New Hampshire Department of Labor Administrative rules, a “personnel file” means

any personnel records created and maintained by an employer and pertaining to an employee including and not limited to employment applications, internal evaluations, disciplinary documentation, payroll records, injury reports and performance assessments, whether maintained in one or more locations, unless such records are exempt from disclosure under RSA 275:56, III or are otherwise privileged or confidential by law. The term does not include recommendations, peer evaluations, or notes not generated or created by the employer.

— *N.H. Dept. of Labor Rule, Lab. 802.08*


So, even if you keep all payroll records in one place, and, in another place, maintain separate files for each employee, each employee’s “personnel file” constitutes all personnel records pertaining to that employee, even though kept in two physical locations.

The above definition is also important because RSA 275:56, I requires an employer to give an employee access to his or her personnel file and to provide a copy of that file if the employee requests it, with some exceptions. Paragraph II creates a mechanism whereby an employee who contests information contained in his or her file can “submit a written statement explaining his version of the information together with evidence supporting such version,” which must be maintained as part of the personnel file.

Reading the definition of personnel file above, you can see that personnel files contain sensitive information.

For example, “payroll records” will contain sensitive and private information, such as bank accounts for direct deposit. For that reason, personnel files must be maintained so that they cannot be lost, tampered with, or misplaced. Furthermore, library trustees should not be reviewing personnel files on their own. This comes from the basic principle that the library trustees, like any other public body, act through a quorum, not as individuals. Therefore, personnel-related decisions must be made through a quorum of the board.

The Right-to-Know Law and laws governing retention of records also come into play. Although all the nuances of those laws are too much to be covered here, there are three important things to keep in mind with regard to personnel files. First, personnel files are “governmental records” under the Right-to-Know Law, per RSA 91-A:1-a, III. As you know, governmental records are subject to public disclosure unless an exemption applies, and this leads to the second important thing to keep in mind: personnel files are not *per se* exempt from the disclosure. Although it’s easy to look at RSA 91-A:5, IV and assume that the entirety of every personnel file is exempt from public disclosure, upon closer examination, you will see that RSA 91-A:5, IV exempts from disclosure “personnel. . . files whose disclosure would constitute an invasion of privacy.” In fact, in 2016, the New Hampshire Supreme Court confirmed that for information in personnel files to be exempt from disclosure, it must *also* constitute an invasion of privacy if disclosed. *Reid v. New Hampshire Attorney Gen.*, 169 N.H. 509 (2016).

The final point is that some information in a personnel file must be kept for a particular time period under the Disposition of Municipal Records law, RSA Chapter 33-A. For example, RSA 33-A:3-a, LX says an employee’s application for employment must be kept for 50 years after the date of the employee’s retirement or termination. Consult the full statute—and any local record retention rules you may have—for more information. 

Hampstead Public Library is Named NH Library of the Year!

Each year the New Hampshire Library Trustees Association recognizes individuals, groups, and libraries who have contributed to the excellence of New Hampshire library service in an extraordinary manner. This year the NHLTA chose the Hampstead Public Library as Library of the Year.

Qualities the Association looks for in nominees are a demonstrated improvement of services and technology, partnerships with other libraries and community organizations, and proven value to the community measured by relationships with, and support from, town officials and members of the community.

The Hampstead Public Library continues to improve services and respond to public suggestions, such as adding more computer classes for adults, having more music programs for children, and increasing technology offerings with the addition of e-resources like Universal Class. The Library partners with other area libraries and community organizations to present programs and event series like Community Stories: Soldiers Home & Away, and the annual Spring Read.

“The New Hampshire Library of the Year Award is a great honor, not only to the dedicated director, staff, volunteers, and supportive group, Friends of the Library, but also to those who participate in the numerous events held in our facility,” said Trustee Chairperson Natalie Gallo. “Our library is open to all, and is a place where townspeople congregate to enrich their lives, both young and old, alike. The trustees and alternates are humbled by this award, and appreciate all those patrons who help us bring programming, events, and fine literature to the Town of Hampstead.”

Emily Reschberger, who has been on the Library’s Board of Trustees for fifteen years, added, “I am so pleased the Hampstead Public Library was chosen by the NHLTA as the New Hampshire Library of the Year! This award highlights the dedication and creativity of our director, staff, Friends of the Library and volunteers. I am very grateful our library has the support of so many civic groups, our elected officials and the greater community who we serve.”

Saying “We couldn’t do it without you!”, the library invited the entire town to celebrate their award on October 28! 📖



NHLTA President Susan Gaudiello presents the award to the Hampstead Public Library staff and trustees.

You Can Make a Difference!

NHLTA is actively seeking volunteers to work on a project-by-project basis or on a long-term basis. Are you looking for something to sink your teeth into in support of libraries?

The Board of Directors is an all-volunteer group of current and former library trustees who are passionate about libraries.

The Education Committee can use your help to put together an exciting annual conference. The Communications Committee needs regional reporters who can provide news for this newsletter and the NHLTA website.

Please Contact Us > Committee Chairs at www.nhlta.org with an estimate of the time you can offer and areas of interest.

Sure, You Think Your Library is Great, What about Everyone Else in Town?

Trustees advocate for their libraries year-round, but whether your town holds a Town Meeting, or is an SB2 or operates under a city government charter, December to March can be an especially crucial time. Budget hearings, Deliberative Sessions and Town Meetings all offer opportunities to promote your library and defend and justify its budget.

The NHLTA website—www.nhlta.org—provides many resources, ranging from a calculator to help your patrons add up how much their library is saving them each year to links to the NHLTA's Advocacy Guide, practical ideas and tips from the folks that brought you the *Geek the Library* campaign as well as articles from the American Library Association on how bills become laws, how to find your state legislator and *The Small But Powerful Guide to Winning Big Support for Your Rural Library*.

You can also find out what other libraries are doing: at a recent election, the Peterborough Town Library set up informational tables at the polls. The goal of the project was to increase visibility of library programs and services, as well as sign up residents for library cards. Director Corinne Chronopoulos said “*We signed up 23 residents for library cards and had plenty of conversations about services and programs.*” The Howe Library in Hanover sends out a letter each year, summarizing what the library has accomplished. A link to a typical letter can be found on the NHLTA website Library News > Advocacy page. 📖

Now Available: *The Other Money*— A Webinar with Terry Knowles

One of the most popular workshops at the Annual Spring Conference is *The Other Money* presented by Terry Knowles, Assistant Director of Charitable Trusts, NH Attorney General's Office, and the recognized expert on libraries and funding issues. Now this workshop is available through the NHLTA website.

Navigating the different sources of money received by a public library can be confusing. In this webinar you will learn how to legally accept, administer, and expend all private and non-tax categories of money given to your library, and how those funds relate to the annual budgeting process. Links to the Webinar and the accompanying Powerpoint slides can be found at www.nhlta.org. 📖

Trustee Orientation Workshop – April 28

Who should attend? Newly-elected trustees and any trustee who could benefit from a comprehensive overview of trusteeship, information on library RSAs, trustee job description and library advocacy.

Saturday, April 28, 10 a.m. – 2 p.m.

Bring your own lunch, we'll provide morning snacks and beverages

Watch for registration information on the NHLTA website, www.nhlta.org.

Hooksett Public Library, 31 Mount Saint Mary's Way, Hooksett, NH. 📖

Brookline Public Library's First Little Free Library

By Keith Thompson, Outreach Coordinator

The Brookline Public Library dedicated their first Little Free Library on August 21st at the town ball field on Frances Drive. The library was built and materials donated by Brookline resident Jack Fallon in honor of his father. Take a book, leave a book—enjoy! 📖



Library Director Myra Emmons and Jack Fallon.

Friends of the Wilmot Public Library Wins Sue Palmatier Award for Outstanding Support

No matter what the size of a town or city, there's no question that the public library plays an important role. But in a small town, the library can take on even more importance. This is certainly true in Wilmot, population 1,358 (2010 census). Last year, the library was named Library of the Year. This year, it was the energetic and hard-working Friends group's turn to win well-deserved recognition.

Over the past 15 years, the Friends of the Wilmot Public Library has given more than \$76,000 to the library—an amazing accomplishment given the town's size and the fact that their dues are \$5/person. Their fund-raising has become an integral part of the Wilmot community—from bake sales at town elections and “Literary Basket” silent auctions to art shows and raffles and an annual calendar.

Their most recent contribution to the community are the nine Tiny Libraries that have been installed across town. Now when you visit the town beach or hike up Bog Mountain, you'll find a book to read or share.

In the words of one resident, a welcoming Chamber of Commerce could not do more for the town of Wilmot—their open spirit of friendliness to new residents enriches the community, making sure, as Library Director Rosanna Long says, that “walking through the front door of the library is like walking into a friend's living room.” 📖



McKay Scholarships Available

Scholarships are available from NHLTA's Mildred P. McKay Library Scholarship Fund. Scholarships are awarded for graduate courses (e.g., MLS and MLIS courses), certificate courses, conferences (including NHLTA's Annual Conference) and workshops. Applications for Spring 2018 semester MLS or MLIS courses should be received by February 1, 2018.

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

Mildred P. McKay was New Hampshire State Librarian, 1942-1964. NHLTA established the Mildred P. McKay Scholarship Fund in 1965. The 50th Anniversary of the scholarship fund was observed in 2015. 📖

Success By 6 Grant Awarded to Frost Free Library

By Kristin Readel, Frost Free Library Director

Thanks to the Keene Rotary Club and Elm City Rotary Club, the Frost Free Library in Marlborough received a Success By 6 \$1,000 grant for the library's NH 1000 Books Before Kindergarten programming. Success By 6 encourages and facilitates community collaborations and partnerships to ensure that our young children are born healthy, remain healthy, and are nurtured and ready to successfully enter school by age six.

The Frost Free Library is offering free NH 1000 Books bags and a free book to families when they register. To date, more than 22 families have read 4,000 books. The library hosts an annual celebration in June; this coming year, there will be a special surprise guest! 📖

North Country Workshop, October 21, 2017

It can be difficult for library trustees in the North Country to travel south for the annual NHLTA Conference, so on Saturday, October 21, NHLTA went to the North Country! The workshop, held at the Gorham Public Library, attracted 22 trustees and one director from 15 libraries, including Errol, Whitefield, Northumberland, Strafford, Wentworth, Holderness, Jackson and Newbury. NHLTA Directors Susan Gaudiello and Liz Tentarelli presented the four-hour workshop, which served as an orientation for new trustees as well as an opportunity for “seasoned” trustees to share their experiences. NHLTA Director Carol Snelling and Librarian/Consultant/Trainer Tom Ladd were also in attendance.

Topics that generated questions and discussion:

- budgeting (gross budgeting, presentation to the Select Board and at Town Meeting)
- appointing alternates
- library director appointments as well as the tact need in doing library director evaluations when they have not been done in the past as a regular part of the trustees’ work.
- the role of volunteers and trustees in keeping a library open and running when staff emergencies arise. This can be a difficult situation in towns with only one staff person.

“You ladies made a potentially ‘dry’ subject very interesting. Now we know what we are doing right and what we are doing ... well, maybe not so right! We now have the opportunity to change and improve.”

Thank you again for a great workshop!
— Gorham Public Library Trustee

Presentation slides are available for download on the NHLTA website Conference-Workshops Resources page: www.nhlta.org.



“Libraries of Things” —Checking Out More than Books

By Loring Webster

A recent feature article in the Boston Sunday Globe Magazine, July 21, 2017, highlighted a trend in libraries as they move to re-identify themselves in the 21st century. The shift is on from a repository of books to a repository of assets as patrons’ needs change. You can now check out musical instruments, telescopes for star-gazing, binoculars and bird-watching handbooks. Some libraries have collections of toys and games.

The additional assets that the modern library may have available are as varied as the imagination of the staff and the space can provide. Some libraries have encouraged future gardeners with seeds and community gardens to explore what it’s like to grow their own vegetables. One library hosted a “human library” (among them a career woman, a retired scientist, a policeman, an entrepreneur and a restaurateur) where volunteers offered a few minutes of one-on-one time to “borrowers” who wanted to ask them about their experiences.

New Hampshire libraries are embracing this trend. Thanks to New Hampshire Astronomical Society’s Telescope Program, many libraries have Orion StarBlast 4.5-inch Astronomical Telescopes available for checkout.

Kill-a-Watt meters that check power usage in the home have also proved to be popular items, as have e-Readers and museum passes. Tables, chairs, mobile hotspots, framed art prints—the list goes on and on. In fact, checking out non-book items was one of the topics at the recent NHLTA regional meeting in Moultonborough (see page 4).

What’s your experience? What items have proved popular—or not? What’s the most unusual item your library has made available to patrons? We’d love to hear from you! Email us at k.pellecchia@nhlta.org.

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 1,200 other trustees in NH—join and get connected! Subscribe on the NHLTA website: www.nhlta.org.

NHLTA Circulating Video Collection

Videos that were recorded at NHLTA Conference sessions are available for circulation from the Manchester City Library.

HELP!

Does your library need help? Are your trustees tired? Do you need a bigger budget or building? Are you exhausted by trying to “defend” the library? Learn the steps toward a successful library campaign and how to effectively build relationships with local government to collaborate for a better library, and a better town! Melissa Prefontaine, trustee from Langdon Library in Newington, explains it all in this video, **“How to Fight for the Library (and not with the town): Collaborating with Town Officials.”**

FIRM FOUNDATION

Explore the advantages—and disadvantages—of forming a Foundation. What it is and what is it not, how a foundation can be used, understanding applicable RSAs, and whether a Friends group is a better choice. Terry Knowles, Assistant Director of Charitable Trusts at the NH Department of Justice and a recognized authority on charitable trusts and foundations, offers expert advice in this video, **“Firm Foundation: When a Library Needs One.”**

BE A BFF

The ideal local public library serves the community well: led by Trustees, run by staff, and supported by Friends. These three groups have the same general goal, but fine-tuning the working relationships can be

“interesting.” In this video, Tom Ladd, well known NH Librarian, Consultant, and Trainer, guides and explores the ways to make a Friends Group work in **“Making Friends with Friends.”**

WARRANT ARTICLES BASICS

Learn how to make your library more visible to the community and to communicate more effectively about its value. Data-driven insights into voter attitudes are explored in a practical discussion about ways to market and advocate for your warrant article. In this video, **“Planning a Warrant Article: Advance Planning for Effective Advocacy,”** John Chrastka, Founder and Executive Director of *EveryLibrary* and president of the Board of Trustees for the Berwyn, IL Public Library will lead you along the path to success.

———— CIRCULATION INSTRUCTIONS ————

1. Make your request to the Manchester City Library using InterlibraryLoan; reference NHLTA Videos plus the Video Title using this email address: mcillill@manchesternh.gov or through NHU-PAC.
2. If you are a GMILCS (Greater Manchester InterLibrary Cooperative System) Library cardholder, you can borrow the video directly from the Manchester City Library or request one and have it sent to your GMILCS Library. 📖

NHLTA Board of Directors 2017–18

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



www.nhlta.org

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Library Trustees Association**

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2018 CALENDAR

January 3	10:30 a.m.	NHLTA Board of Directors Meeting NHMA, 25 Triangle Park Drive, Concord
February 7	10:30 a.m.	NHLTA Board of Directors Meeting NHMA, 25 Triangle Park Drive, Concord
March 7	10:30 a.m.	NHLTA Board of Directors Meeting NHMA, 25 Triangle Park Drive, Concord
April 28	10 a.m.–2 p.m.	NHLTA Orientation Workshop <i>LOCATION:</i> Hooksett Public Library, 31 Mount Saint Mary's Way
May 14	9 a.m. – 3 p.m.	Spring Conference & Annual Meeting <i>NEW LOCATION:</i> Radisson Hotel Downtown Manchester

New Hampshire Library Trustee STAFF

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Contributing Writers for this issue:

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Margaret Byrnes
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The New Hampshire Library Trustee is published four (4) times a year by:
New Hampshire Library Trustees Association
25 Triangle Park Drive, Concord, NH 03301

This publication serves as a means of providing information and news to library trustees in New Hampshire. Subscriptions are included as part of the annual membership dues of the New Hampshire Library Trustees Association. The content published is for informational purposes only, and is not and should not be considered a substitute for legal advice.

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