

NHLTA Library Trustee

The Newsletter of the New Hampshire Library Trustees Association

www.NHLTA.org

Spring Regional Meetings: Trustees and Friends Convene

Last fall, NHLTA decided to try including Friends of the Library in their regional meeting, hosting a “Bring a Friend” event at the Gilford Public Library. The evening was a such a success that we decided to continue. This spring, trustees and Friends representing more than 25 towns participated in regional meetings at the Epsom Public Library (April 17) and at the Pillsbury Free Library in Warner (May 1). In addition, 37 Monadnock area trustees met at the Jaffrey Public Library on May 5.

Although both groups support and advocate for libraries, their concerns are different.



Pillsbury Free Library Regional Meeting

Friends Discuss Fundraising, Programming, Group Structure

The Friends discussion covered a range of topics such as group size, 501(c)(3) status, fundraising, and use of funds. Groups in attendance ranged from well-established groups to groups that have recently reformed/restarted after significant periods of inactivity. There was a good discussion of the advantages of having 501(c)(3) status, which not all Friends groups in attendance had. An important point made was that Friends and trustees need to have a very good understanding of the appropriate roles for each group so that 501(c)(3) status can be maintained by the Friends.

Fundraising is a major activity for the Friends. Most groups do several types of raffles and/or events that include silent auctions. One community had a silent auction in which area artists contributed a piece of their work. Another fun event mentioned was a community-wide “progressive feast.”

Epsom makes a good income selling mums in the fall, ordering plants from a local wholesale nursery. Plants are pre-ordered, so that there is

no speculation as to the supply or colors needed. Pittsfield follows a similar process selling poinsettias at Christmastime. Local churches help promote the sales by announcements in the Sunday bulletins. Barrington has enjoyed success with a dessert competition and partners with the local garden club for a “Books & Blooms” event in the early spring. Several groups take advantage of AmazonSmile and almost all groups do some sort of Annual Appeal letter. Another community raises funds by partnering with a company that markets dried soup mixes which the Friends sell for a percentage of the price.

While book sales have generated income for the Friends in the past, several reported they are discontinuing book sales or know other towns that have abandoned sales due to low revenue.

In terms of usage of funds, most groups focus on supporting programming and collection enhancement. Uses of Friends funds include museum passes, Summer Reading Programs, adult

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Thank You, Conference Sponsors

Summer 2019



Mary Castelli
NHLTA President

As my year as President of NH Library Trustees Association draws to a close, I look back on the many exchanges with NH public library trustees, volunteers and NHLTA Board members with much pleasure and appreciation.

The NHLTA assists trustees in acting as good stewards and wise leaders to support their library's essential community mission. Public libraries are key to a free and democratic society. They enable individuals to become informed and educated citizens. They provide access to multiple points of view through programs that engage the mind, offer book clubs, meet-the-candidate forums, internet resources, and access to books across the State through Interlibrary Loans.

This past year, NHLTA offered members educational workshops, twice-yearly in-person orientation sessions and, new this year, a three-part orientation webinar for trustees unable to attend the in-person sessions. The NHLTA's website also offers Terry Knowles' presentation on "The Other Money," a valuable financial resource!

NHLTA supported library trustees networking with more regional meetings at host libraries across the state, with Friends of the Library attending some sessions this year. Board members regularly

responded to trustee questions about library policies and operations. Our association has also worked to strengthen our services to North Country trustees by appointing a liaison to that region of the State.

NHLTA has sought to improve its member communications with targeted surveys and is in the process of refreshing our website to improve its accessibility. The web update should be completed by the end of June.

Going forward, NHLTA needs your help to maintain its services! We are looking for individuals with experience and perspective on library services or governance. Volunteers can help as board members, serve on educational, advocacy and communication committees, or help organize regional meetings. Whether you have a lot or a limited amount of time to contribute, there are interesting volunteer opportunities. Email one of our board members about your interests and explore the possibilities.

In closing, thank you all for contributing to a rewarding year. It has been an honor to serve as your NHLTA President. Best wishes to you all!

Mary Castelli

Mary Castelli
NHLTA President

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MISSION

The NHLTA assists Trustees to be knowledgeable and effective in order to serve, improve and promote New Hampshire Public Libraries.

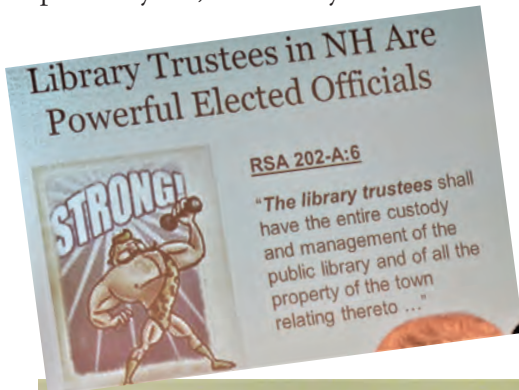
New Trustee Orientation, April 12

More than 60 trustees registered for the April 12 trustee orientation workshop held at the New Hampshire Municipal Association in Concord. Presenters Liz Tentarelli and Susan Gaudiello have polished this presentation over the past few years, so that they can focus on

the key topics while providing a useful overview of the full range of information trustees should know to be effective leaders. The session now runs four hours, including a lunch break when attendees can socialize, compare notes and work on suggested exercises.

Liz also delivered a “CliffsNotes” version of the orientation at the Annual Conference, so that those who couldn’t attend the full program would have a chance to get up to speed.

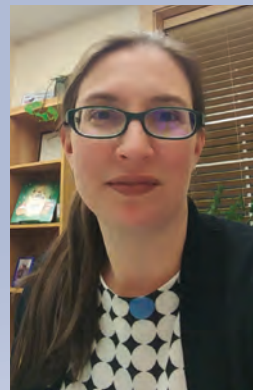
The Fall New Trustee Orientation will be held on Saturday, October 5 at the Gorham Public Library from 10:30–2 pm. Please register at www.NHLTA.org.



New Board Member: Lara Croft Berry

Lara Croft Berry is the director at the Langdon Public Library in Newington, NH, and former trustee and chair of the Harvey-Mitchell Memorial Library in Epping, NH. Lara has been employed as a librarian for the past nine years in a variety of positions in NH libraries, including the Newmarket Public Library, Plaistow Public Library, and originally the Byron G. Merrill Library in Rumney. She holds a Masters in Education from Plymouth State University, a BA in English from UNH, and is currently pursuing an MLIS from San Jose State University.

Lara has recently served as NH Library Association Information Technology Section president, Seacoast Area Library Co-op secretary, and Small Libraries Summit conference chair. Her interests in improving NH library service include how to advocate and educate as part of the budget process, library expansion projects, systematizing marketing strategies and fostering diversity and inclusion in hiring and collection development.



NH Library Trustee

The Newsletter of the
New Hampshire Library Trustees
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Library Trustees Association

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POSTMASTER:
Address Correction Requested

Spring Regional Meetings

continued from page 1

programs (matching NH Humanities grants or funding special presentations), and support for some library building expenses such as new window shades. Some fund “Books for Babies” or similar early reader projects. Madbury, Lee and Durham have agreed to share their museum passes, greatly



Pillsbury Free Library Regional Meeting

expanding the sites that residents can visit free or at discounted rates. One community has really embraced the idea of “Little Libraries” with as many as ten locations in place!

A concern of all present was the challenge of promoting events – fundraising and programming – when there is no local newspaper, particularly in towns without a “town center.” Use of local Facebook pages and asking the library to communicate via their e-newsletter (if they have one) were two suggestions.

Finally, recruitment of new members was discussed. Personal invitation from existing members was deemed the most effective method. Another idea was to get the word out to new residents who may want to get involved in their new community via “welcome packets” that can be distributed at the town clerk’s office. Not all the Friends groups charge a membership fee.

Trustees Exchange Information on Building Projects, Policies, Programs

Trustees began their discussions by sharing ideas about successful programming. People came away with ideas for new programs to try, as well as suggestions for techniques that might improve upon things they have tried in the past.

There were also conversations about strategies used in planning and carrying out building

projects, for both new buildings and additions to existing structures. Useful ideas were exchanged as to ways to approach such projects, as well as struggles that may be encountered. Madbury discussed their building project which began in 2002 and has finally broken ground this spring! Lee has not been so fortunate – a bond for a new building was voted

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Monadnock Area Regional Meeting



Epsom Regional Meeting



Epsom Regional Meeting

down several years ago, and this past March, voters rejected a bond that would have built a new town hall as well as an addition to the existing library. Barrington also voted down a new library, while approving a plan to build a new town hall.

This topic led to a discussion of the impact of SB 2 town votes versus decisions made at Town Meetings. Trustees talked about methods to build community support and encourage a high voter turn-out. One town described its use of small neighborhood meetings in residents' living rooms, the use of post cards and the importance of persisting from one year to the next. Fundraising efforts included an "almost-nude" town calendar and using the web to make donation receipts easy.

At the Jaffrey Library meeting, Trustee Chair Pat MacIsaac and Library Director Julie Perrin described how common goals, mutual understanding of their roles and a harmonious relationship can achieve results. They also talked about repurposing existing space to improve the library. Jaffrey moved the children's room to the main floor, reconfiguring it as a multi-generational area, which freed up space to make a lower level meeting room.

Personnel issues were also discussed: soliciting staff input on director evaluations; conducting exit interviews; sources for temporary help to fill the time gap between the exit date and new hire start date; and job descriptions. The use of credit and debit cards, policies and bylaws, and correct recording of meeting minutes were other issues.

With regard to meeting room use, Trustees noted the importance of policies and where to find samples. Some allow meeting room users lock up after staff had left for the day. In Epsom, there was a lengthy discussion regarding trustee meetings –

specifically going in and out of non-public sessions. (See the Ask Margaret column on page 10 for a discussion on the ins and outs of non-public sessions.)

Lastly, several people sought information about the organization of Friends groups – formal, tax exempt groups versus informal groups. Regarding keeping their Friends groups active, individuals observed the importance of the personal touch and request, that different levels of participation from members of Friends could be called upon when needed, but in all cases they need to make the ask. One library offers special benefits to their Friends like free coffee; others offer discounts on copies and longer loans.

Trustees also discussed the different roles of library trustees, directors and Friends. It should be noted that information about the different roles can be found on the NHLTA website.

Fall Regional Meetings have been scheduled. See the calendar on the back page of the newsletter and the NHLTA website for times and places.

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Epsom Regional Meeting

NHLTA Annual Conference, May 29, 2019

NHLTA's Annual Conference had a different format this year, which offered trustees plenty of opportunity for networking – especially in the Advocacy Bootcamp session in the morning and the Roundtable discussions which followed. Trustees took full advantage – many continued their roundtable conversations over lunch! We also received many good suggestions for how we can improve these discussions. (An article based on the notes taken during the Roundtables will appear in the Fall newsletter.)



NHLTA President Mary Castelli

Thoughtful presentation...huge ideas for a small town... difficult to accomplish. However, the idea of truly connecting with one's community and how to go about it was definitely "food for thought"



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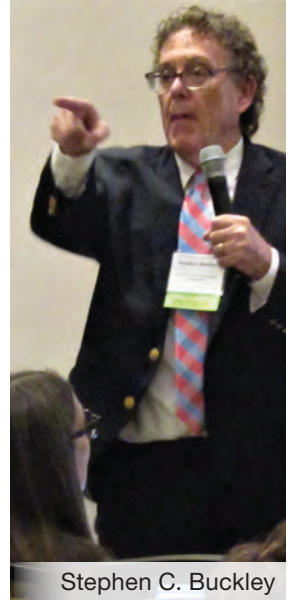


Marci Merola

I have attended this training before through NHLA and I was eager to hear it again to reinforce what I had learned the first time. Jamie and Marci did not disappoint! Thank you for bringing them to NHLTA



Deb Hoadley



Stephen C. Buckley



Corinne Chronopoulos

Well done, active participation by attendees spurred interest and enjoyment of subject matter. Provided excellent guidance and suggestions to take back to local community



Ron Lamarre



James LaRue



This was a highlight of the conference for me. Great to exchange ideas with colleagues facing similar issues in other communities



Roundtables

A very effective format to network and delve deeper into important questions in a small group environment.



Extremely useful. Lots to share, similarities, new ideas, . . . a mix of trustees & directors & staff. Really needs to be longer & in a room that can absorb sound better

I think you could do roundtables like this as a session of at least 90 minutes. Small library trustees are desperate to talk to others of the same size.



I learned things about small libraries I did not know. This led me to have a different appreciation for my own library. We would like a new and larger library someday. Hearing how much smaller libraries still provide excellent service to their small populations helps me see how much we offer even in a space smaller than we would like.

NHLTA Annual Reports

COMMUNICATIONS COMMITTEE

The goal of the Communications Committee is to provide and facilitate communications between the Board of Directors, the NHLTA membership, and the public through print and digital media.

Under the capable editorial leadership of Katrinka Pellecchia, the quarterly newsletter provides articles of interest and educational value to trustees. Katrinka is also responsible for upgrading all other NHLTA print materials: the Annual Awards flyer, Conference brochure and program, and marketing handouts.

The website upgrade and migration to a new multimedia responsive template will be completed by the end of the fiscal year. Much thought was put into reconfiguring menu tabs and pages to create a user-friendly logical method to access all the information available on the website.

NHLTA continues to maintain a solid base of 960 members who represent 192 libraries. Demographic breakdown: 80% Trustees, 9% Alternates, 10.5% Library Directors/staff and 0.5% Individuals/Friends.

The goal for the coming fiscal year is to evaluate other methods of communicating with our membership including social media and other available electronic mailing lists.

Communication Committee members are: Connie Kirwin, Chair & Website; Marty Davis, Membership; Katrinka Pellecchia, Newsletter Editor & Marketing; Bert Saul and Conrad Moses, Website & Technology; and Mary Castelli, NHLTA President, ex-officio.

– Connie Kirwin

EDUCATION COMMITTEE

The Education Committee was very busy this year, and was happy to welcome several new members to help us accomplish our ambitious agenda.

The Annual Conference takes the entire year to bring to a successful conclusion each May and this year was no exception. Bringing a major ALA program on Advocacy to the conference necessitated a re-vamping of the schedule, and led us

to include a new session comprised of roundtable discussions. We also had to eliminate the vendor exhibits, due to the tighter schedule. In the end, program evaluations were positive and most attendees liked the format, though we have received many helpful suggestions on how to improve the program next year.

This committee also is responsible for NHLTA workshops, orientations, regional meetings and webinars. In the fall of 2018, we offered a workshop in the North Country at Weeks Public Library in Lancaster, as well as a program on personnel matters in Concord. We continued to offer an on-site orientation workshop for new trustees in the spring, and added a three-part orientation webinar for those unable to attend in person.

Finally, NHLTA facilitated four Regional Trustee Meetings in the fall and another three sessions in the spring in various locations around the state. With the encouragement of hosting sites, we started to invite members of Friends of the Library groups to a number of these meetings, so they could meet concurrently with the trustees to share fundraising, programming and recruitment ideas.

Committee members: Janice Clark, Chair; Mark Branoff, Debra Caplan, Mary Castelli, Nancy Court, Susan Gaudiello, Ed Moran, Conrad Moses, Dee Santoso, Bert Saul, Donna Schimming.

– Susan Gaudiello

EXECUTIVE COMMITTEE

The Executive Committee's major functions are to negotiate the association management services contract with the NH Municipal Association (NHMA), manage the annual awards program and plan the annual board retreat. NHMA has competently handled workshop and conference registrations and the dues renewal process for NHLTA for a number of years. NHMA also assists with administrative support related to the annual conference, including sponsor and exhibitor recruitment, site management and related activities. The Executive Committee selected the 2018 award winners in August and coordinated presentations of the awards in the fall. This year we went to electronic submission of award nominations to improve efficiency. We are reviewing our annual award criteria this coming year to ensure clarity. For the board retreat, an internal retreat and planning session was capably

coordinated by a former NHLTA board member. The resulting action plan will guide the Board's activities through 2019 and beyond. Executive Committee members are: Mary Castelli, Chair; Susan Gaudiello, Mark Branoff, Conrad Moses and Marty Davis.

– *Mary Castelli*

LEGISLATIVE COMMITTEE

NHLTA's legislative activity this year was focused on the federal budget process, given the White House's budget proposal to eliminate the Institute of Museum and Library Services (IMLS) and to cut millions of dollars in federal funding for library services. In NH, this funding supports the New Hampshire State Library's Interlibrary Loan (ILL) van service and the Talking Books program. NHLTA has worked to develop a closer working relationship with the NH Library Association (NHLA) to strengthen our advocacy effectiveness. Through information posted on its website, NHLTA has kept its members informed about the federal challenge to library funding and services. As to local advocacy, NHLTA's Education Committee brought national speakers from ALA as keynote speakers to our annual conference to present its Advocacy Bootcamp "Libraries Transform." This program was designed to empower trustees to tell their library's story and earn local support. Legislative Committee members are: Mary Castelli, Chair; Susan Gaudiello, Tom Ladd, and Ed Moran.

– *Mary Castelli*

FINANCE COMMITTEE

The Finance Committee oversees the management of NHLTA's finances, and it also serves as the Scholarship Committee for the Mildred P. McKay Library Scholarship Fund. The committee establishes and periodically reviews financial policies, procedures and practices to ensure proper financial management.

William J. Shea, CPA, PLLC of Nashua, NH, independently conducted NHLTA's annual financial review for the fiscal year ending June 30, 2018. Shea also prepared NHLTA's IRS and NH returns. The Board of Directors reviewed Shea's report at its September 5, 2018 meeting. NHLTA's financial statements are reviewed annually by an independent Certified Public Accountant.

There's Still Time

to Honor Those Special Contributors Who Connect the Library with the Community

The criteria for the 2019 Annual Awards nomination information can be found on the NHLTA website. Submission deadline is **July 31, 2019.**

Email nominations to: Judy Pearson, nhlibrarytrustees@nhmunicipal.org

In calendar year 2018, the Scholarship Committee awarded 13 full or partial McKay scholarships, including six MLS / MLIS course scholarships. For 2019, as of May 31, 12 scholarships have been awarded, including four MLS / MLIS course scholarships.

Mildred P. McKay was New Hampshire State Librarian, 1942-1964; NHLTA established the Mildred P. McKay Library Scholarship Fund in 1965. The New Hampshire Charitable Foundation annually grants NHLTA new funds for McKay scholarship awards. Criteria for McKay scholarship eligibility and a scholarship application can be found on NHLTA's website, www2.NHLTA.org.

Finance Committee members are Mark Branoff (Chair), Thomas Wallace and Loring Webster.

– *Mark Branoff*

GOVERNANCE COMMITTEE

During the past year, the Governance Committee worked on updating the organization's procedure manual which guides the day-to-day operations of NHLTA. This review led to several by-law amendments which were approved at the 2019 Annual Meeting on May 29. In addition, the committee was charged with reviewing and updating the guidelines for the Annual Awards program.

The second major responsibility of this committee is the recruitment of new committee and board members. Although a number of prospective volunteers were identified, most declined the invitation to become more involved with NHLTA for a variety of reasons. Recruitment will be the top priority for the committee in the coming year, as several departures from the board are anticipated in 2020.

Committee members: Susan Gaudiello, chair; Mary Castelli, Connie Kirwin, Tom Ladd, Ed Moran, and Conrad Moses.

– *Susan Gaudiello*

Public vs Nonpublic Sessions: Knowing the Right Procedures



By Margaret L. Byrnes,
Attorney at Law,
Executive Director,
NH Municipal
Association NHMA

First, it's important to know that you must keep minutes for nonpublic sessions, just like you keep minutes for public meetings.

Nonpublic sessions always make our trustees nervous. We're afraid we're not handling the process correctly – Help!

Nonpublic sessions frequently create questions and confusion for public bodies. Let's look at the three most common misconceptions about nonpublic sessions:

Misconception #1: Nonpublic sessions are required.

To the contrary! RSA 91-A:3 *allows* public bodies to go into nonpublic session for specific purposes – but it actually doesn't *mandate* them to do so. In other words, RSA 91-A:3 is the exclusive list of reasons a public body is *permitted* to go into nonpublic session.

Misconception #2: No decisions can be made in a nonpublic session.

Wherever this belief came from, it is directly contradicted by the language of the statute. Two places in RSA Chapter 91-A explicitly refer to decisions being made in nonpublic, including RSA 91-A:3, III, which says that nonpublic session minutes “shall record all actions in such a manner that the vote of each member is ascertained and recorded.” This is important because it means it must be clear in your nonpublic minutes how the various members of the public body voted. Whether a decision *should* be made in nonpublic session is for the public body to decide, consistent with the statute. For example, a public body conducting a nonpublic session to discuss which candidate to hire for an employment position may not want their decision to be publicly-known before the offer has been made and accepted! Therefore, the public body may wish to vote on that item in the nonpublic session.

Misconception #3: Nonpublic session minutes are permanently “sealed.”

First, it's important to know that you must keep minutes for nonpublic sessions, just like you keep minutes for public meetings. Second, the minutes of nonpublic sessions are not *automatically* “sealed.” Instead, the statute mandates that nonpublic session minutes must be available to the public within 72

hours, unless the board votes otherwise, in compliance with the requirements in RSA 91-A:3, III. Essentially, if the board determines that the minutes should not be available to the public, the public body must come out of nonpublic session – into a public meeting – at which time a vote can be taken on the minutes. We traditionally refer to this as “sealing” the minutes, although the statute doesn't actually use that word. Third, a public body cannot simply vote to seal nonpublic session minutes because the discussion was done in nonpublic. (We might even refer to this as Misconception #3-a). The statute includes three permissible reasons for “sealing” nonpublic session minutes. Finally, as for the length of time for sealing minutes, the statute says the “information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.” The “aforesaid circumstances” refers to the reason for which the minutes are sealed.

In summary, under RSA 91-A:3, the basic process for conducting a nonpublic session is as follows:

- A public meeting is opened. **Every nonpublic session starts in a public meeting!**
- A motion is made and seconded to go into nonpublic; motion states on its face the specific exemption being used.
- Motion passes by majority *roll call* vote.
- Any members of the public – and others not necessary for the nonpublic discussion – leave the room.
- The nonpublic session is conducted.
- If the minutes are to be sealed – or, if the board has other public business to discuss after the nonpublic – the board comes out of nonpublic and back into a public meeting.
- **If necessary:** A motion is made and seconded to seal the minutes for at least one of the three permitted reasons in RSA 91-A:3, III.
- Motion to seal passes by a 2/3 *recorded* vote.

NHMA has a step-by-step process public bodies can use each time they go into nonpublic session. This document can be found on our website at www.nhmunicipal.org/Resources/ViewDocument/1185.

Continuing Education Scholarships are Available from NHLTA

NHLTA believes that continuing education is the prime factor in providing the highest quality of library services. NHLTA's Mildred McKay Scholarship Fund provides scholarship aid to residents of New Hampshire in order to improve library services within the state.

Scholarship aid is provided for courses, workshops and conferences; applicants must be either a current trustee board member or presently employed in a New Hampshire library. Applications for Spring 2020 semester MLS or MLIS courses should be received by February 1, 2020.

Complete criteria for scholarship eligibility and a scholarship application can be found on NHLTA's web-site. Past recipients of scholarships to the NHLTA Spring Conference may apply for another scholarship this year.

Mildred P. McKay served as the New Hampshire State Librarian from 1942 to 1964. NHLTA established the Mildred P. McKay Scholarship Fund in her honor in 1965.

NHLTA Website Redesign



A year ago, we introduced a new look for the NHLTA newsletter. This year, it's the website's turn. Not only has the overall look of the site been re-designed to be more consistent with our publications, but the menu tabs and pages have been reconfigured in order to create a website that is more user-friendly.

As always, we want to hear from you – comments, suggestions and especially your library news. Send your announcements; photos from events and programs; your successes, plans and goals to Connie Kirwin at c.kirwin@nhlta.org. Thank you!

With great appreciation for the support of our sponsors of the NHLTA Conference 2019



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2019 CALENDAR

August 7	10:30 am	NHLTA Board of Directors meeting NHMA Building, 25 Triangle Park Drive, Concord
September 4	10:30 am	NHLTA Board of Directors meeting NHMA Building, 25 Triangle Park Drive, Concord
September 9	6:00 pm	NHLTA Regional Meeting Langdon Public Library, 328 Nimble Hill Rd, Newington, NH
September 25	5:00 pm	NHLTA Regional Meeting Moultonborough Public Library, 4 Holland St, Moultonborough, NH Tours from 5:00-5:30, Meeting from 5:30-7:00 Friends of the Library are invited to attend
October 2	10:30 am	NHLTA Board of Directors meeting NHMA Building, 25 Triangle Park Drive, Concord
October 5	10:30 am–2 pm	Trustee Orientation Workshop Gorham Public Library, 35 Railroad St, Gorham, NH Please register at www.NHLTA.org