

NHLTA Ossipee Regional Trustee Gathering - October 5, 2024 – 10:00 – 12:00

Twenty Five (25) people attended the gathering, on a lovely fall day. Rosemary D'Arcy, Pat Pustell and Anne Chant welcomed the group, and introduced themselves. A copy of RSA 202A was distributed and described as the "bible" for public libraries. The acoustics in the room at the Ossipee Library were excellent. Everyone could hear, and everyone participated.

- A. Introduction: Rosemary explained the function of NHLTA. A newsletter is produced each season; scholarships are given to students in library school as well as to trustees attending conferences. Rosemary spoke of the value of belonging to the list-serve to get questions answered.
- B. Fundraising:
  - 1. Planned giving
    - a. It is best to leave funds to the library or the Friends group, not to the trustees of the trust funds.
    - b. It is important to know the stipulations of the bequest.
    - c. The Charitable Trust is a good resource.
    - d. Freedom library – printed out each bequest and kept them on file.
    - e. Restricted bequests must be honored.
  - 2. Each library needs an investment policy, to be reviewed annually.
  - 3. Unrestricted donations should be encouraged.
  - 4. Barrington Library has a foundation. A foundation can be established for a major capital campaign, as in a new building, or landscaping. A foundation will be a separate 501C3. Edward Jones has been helpful with investments.
  - 5. Legal inquiries can be made to Katherine Heck, who is involved with financial law. She can be reached at [legalinquiries@nhma.org](mailto:legalinquiries@nhma.org). Trustees will receive guidance.
  - 6. Each library needs a good donation policy. Leave it to the trustees as to whether or not a donation will be accepted.
  - 7. A donation greater than or equal to \$5000 must be accepted during a separate public meeting, which has previously been announced to the public.
  - 8. As long as the relationship between Friends and the library is strong, donations can be made to either the Friends or the library.
  - 9. At each trustee meeting, a vote should be taken to accept the unanticipated funds, and there should be a report from the Friends.
- C. Right to Know
  - 1. Trustees are elected officials. Everything we do is public, unless we go into a non-public session.
  - 2. Trustees should not discuss issues privately with other trustees, nor should they make decisions privately. Best practice is to use a library email for library business, not a private email.
  - 3. Natch Greyes wrote about Right to Know law. His article can be found in the NHLTA's Fall 2023 newsletter.
  - 4. A good standing item on trustee board meeting agenda: Do we have a need/reason to go into non-public meeting?
  - 5. Participants asked for a live workshop on the subject of non-public sessions that could be recorded and accessible.
  - 6. Main reason for a non-public session: protect reputations and protect confidentiality.
  - 7. Both NHLTA website and NHMA website are extremely helpful.

#### D. Evaluations

1. Director should be evaluated annually. Use a set of goals that is clear, measurable and achievable.
2. It is the director's job to evaluate the staff. The staff can evaluate the director as well, although it is difficult for feedback to remain anonymous.
3. It is a good idea to have a staff member on the committee to hire a new director. It is helpful to survey the town to see what the patrons would like to see in the library, and use this when hiring a new director.
4. Trustee self-evaluation: see NHLTA website for a checklist to evaluate board meetings.
5. A contract with a time frame for the director is important. The contract should be reviewed by an attorney. A contract can be for one year at the start of employment.
6. Library staff are employees of the library, not the town.
7. MOU: Memorandum of Understanding. This is between the library board and the select board, and will explain who pays for what, who does what.

#### E. Budgets

1. Trustees create budget with library director.
2. Budget is presented to town budget committee or selectboard.
3. Selectboard can adjust bottom line of budget, and if the library's budget is reduced, trustees can ask at town meeting for the funds to be reinstated to the budget.
4. Only the bottom line of the budget can be adjusted, not the line items.

Respectfully submitted,

Anne Chant