



## The Newsletter of the New Hampshire Library Trustees Association

### SPRING CONFERENCE-ANNUAL MEETING Monday, May 19, 2014

By Adele Knight, NHLTA President

The theme of this year's conference is **YOUR LIBRARY: Where Community Connects**. It couldn't be more appropriate as it is becoming increasingly important to advocate for your libraries. The conference will offer an impressive and informative array of presenters and topics that will assist you in achieving your goals and responsibilities as trustees.

Two speakers will lead the way with their keynote address: *The Heart Of Your Community...the Public Library, Of Course!* They are Peter Pearson who has been president of the Friends of the Saint Paul Library for over twenty year and is recognized as a national expert on all aspects of library fundraising advocacy and Friends, and Sue Hall who has over twenty years of consulting experience with libraries and library organizations.

**10:15–11:30 am:** John Chrastka, last year's keynote speaker, will guide us in *PLANNING A WARRANT ARTICLE*; the ever popular Terry Knowles will explain the advantages and disadvantages of forming a foundation with her presentation of *FIRM FOUNDATION: When a Library Needs One*; Peter Royce, former Barrington selectman, current Library Trustee, and Town Treasurer, will guide us in *THE ROLE OF TREASURER*; and Tom Ladd, library consultant, will coach us in *MAKING FRIENDS WITH FRIENDS*.

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### TRUSTEE ORIENTATION WORKSHOP Tuesday, April 29, 2014 • 10:00 am–1:00 pm

Register at: [www.NHLTA.org](http://www.NHLTA.org)

Whether you are a newly elected trustee or have a few years of service under your belt, the NHLTA Trustee Orientation Workshop will provide you with the tools and information you need to be an effective library leader. The workshop covers the following topics and includes time to answer any questions: NH Laws Relative to Public Libraries; Library Trustee Job Description; Establishing Library Policies; Budgets and the Process from Adoption to Management; Trustee Meetings and The Right To Know Law; Trustees as Employers; and the Trustee as Library Advocate.

Please register online at the NHLTA website; deadline is April 22. This workshop is FREE. Handouts and refreshments will be provided. If you have questions or need to cancel please contact Susan Gaudiello at [s.gaudiello@nhlta.org](mailto:s.gaudiello@nhlta.org). 

### AN INVITATION TO “FRIENDS GROUPS” Join Us at the 2014 Conference

By Susan Gaudiello, NHLTA Director

The workshops offered at this year's conference are particularly relevant for Friends groups, as Friends represent one important way that libraries connect to their communities. The mission of most Friends groups includes serving as an advocate for the library; raising funds for programs, materials and services; participating in capital campaigns; and providing

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### DOROTHY M. LITTLE AWARD

*Peter E. Moore, Lincoln Public Library*

By Adele Knight, NHLTA President

The 2013 Dorothy M. Little Award was presented by NHLTA President Adele Knight to Peter E. Moore during the Lincoln Public Library Friends of the Library Annual Meeting on Tuesday February 4. Two hundred and fifty friends and supporters of the library attended.

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## BENEFITS TO NHLTA MEMBERSHIP

Have you thought recently about what a bargain your membership in the NHLTA really is? The Association is dedicated to providing educational opportunities for all trustees in several ways. We offer a detailed trustee's manual covering numerous subjects pertinent to trustees, orientation programs for newly elected trustees, and numerous relevant workshops at the Annual Conference. The NHLTA also maintains a regularly updated website at [www.NHLTA.org](http://www.NHLTA.org), and a quarterly newsletter mailed to all libraries and member trustees and posted on the website. There is an on-line LISTSERV forum at [nhlta-l@maillist2.nh.gov](mailto:nhlta-l@maillist2.nh.gov) for trustees to ask questions and get timely responses from NHLTA Directors or other knowledgeable trustees around the state.

Your Association is your legislative watchdog, constantly reviewing pending legislation as to how it might affect libraries and keeping you informed when your voice or presence at a hearing might make a difference.

The NHLTA can also be thought of as a clearinghouse and forum for sharing state-wide experiences with policies, procedures, employee handbook approaches, new ideas for library programs, etc. Just send us a query or suggestion on the LISTSERV, contact us through the website or e-mail one of the directors on the list below.

### ***We welcome new voices and ideas.***

There are opportunities to serve libraries in general by volunteering to serving on an NHLTA committee or by applying for a position on the NHLTA Board of Directors. For more information please contact Adele Knight, President, at [a.knight@NHLTA.org](mailto:a.knight@NHLTA.org) or Loring Webster, Vice President, at [l.webster@NHLTA.org](mailto:l.webster@NHLTA.org).

Your NHLTA Board of Directors

**NOTE: Dues notices will be mailed April 1.**



Invitation to "Friends" continued from page 1

volunteers for library events and day-to-day activities. As separate organizations, Friends groups operate efficiently and work collaboratively with trustees, staff and others. Some workshops that will help Friends become more effective as key partners for their libraries:

**Advocacy:** Planning a Warrant Article (#1), Campaigning for a Warrant Article (#2), Engaging Local Celebrities (#9), How to Fight for the Library...and Not with the Town (#11)

**Fund-Raising and Building Plans:** The Personal Ask (#10), Brick & Mortar and Armchairs (#7)

**Working Effectively:** Making Friends with Friends (#4), Great Teams, Great Meetings, Great Results (#8)

NHLTA is extending to members of Friends groups the discounted membership registration fee. NHLTA also offers scholarships for those who need financial assistance.

We hope to see many Friends at the conference, so be sure to encourage **YOUR** Friends group to attend.

### **Maintaining Friends Groups' 501(c)(3) Status**

"Most Friends of the Library groups do not make enough money to meet the filing requirements of the form 990 or 990EZ with the Internal Revenue Service, **BUT they still have to file the 990-N on an annual basis** or the IRS will revoke their tax-exempt status. If a Friends group has lost its 501(c)(3) status for failure to file the 990-N, it will have to start all over again and reapply for tax-exempt status. Friends may also get help with their IRS filing questions from a Taxpayer Advocates Office."

*Terry Knowles, Assistant Director, Charitable Trusts Unit  
NH Department of Justice*

For links to the IRS forms, please go to the NHLTA website at: [www.nhlta.org/nhlta/friends.asp](http://www.nhlta.org/nhlta/friends.asp).

## BOARD OF DIRECTORS

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# MESSAGE FROM THE PRESIDENT . . .

## *Honoring Those Special Contributors Who Connect the Library to the Community*

It is never too early to begin thinking about that special trustee or library director or library that you would like to nominate for one of the NHLTA Annual Awards. These awards are presented to individuals or groups who have contributed to the excellence of New Hampshire libraries and have given exemplary library service to their community. As one member of the NHLTA Executive Committee that reads and considers all the many nominations, I can tell you we face some difficult choices in naming a winner in any of these categories. Yet I do urge more of you to submit your nomination for any of the following: Library of the Year, Lillian Edelmann Trustee of the Year, Library Director of the Year, Special Service Contribution Award, Dorothy M. Little Award, and Sue Palmatier Award for Outstanding Support by a “Friends of the Library” Group.

It is indeed a pleasure to read all your comments and your reasons for the nominations. Often, testimony and words of appreciation from patrons are included with the nominations. They demonstrate just how much the library and staff means to the community. We learn so much about your libraries, programs, offerings, and staff from the things you mention. And when readers of the NHLTA newsletter and viewers of the website learn about your many accomplishments they probably think—this is something we could do too. When the local press is invited to the award ceremonies, the ensuing press releases further advocate your good works. Talk about advocacy for your library—what better way to achieve recognition for your library than to be chosen to receive an award and have it publicized?

It has been a wonderful experience these past few years for me and other NHLTA Directors to visit the libraries and present the awards. The support of the library is demonstrated by the many attendees at these events who have come to pay their respects to the library, director and staff. State Representatives, mayors, councilmen, selectmen and Friends often share their admiration for the honorees with words of gratitude, and even proclamations.

So, while you are in the mindset of NHLTA Annual Award, I will briefly list some of the criteria: The Lillian Edelmann **Trustee of the Year** embodies the characteristics of a library trustees as outlined in the NHLTA manual.

If you do not have a manual at your fingertips, you can access it on the NHLTA website: [www.nhlta.org](http://www.nhlta.org). The **Library Director of the Year** exhibits professionalism, leadership and outstanding performance and has made notable contributions toward fulfilling the mission and goals of the library. The **Special Library Service Contribution** award is presented to an individual or group, other than staff or board members, who have given outstanding service to New Hampshire public libraries for at least three years. The Sue Palmatier Award for Outstanding Support by a “**Friends of the Library**” Group is offered to recognize the tremendous value of Friends of the Library. The **Dorothy M. Little Award** recipient has demonstrated sustained, extraordinary public library advocacy and activism. And, the **Library of the Year** has demonstrated expansion and improvement of services and technology, developed partnerships with other community organizations, and has proven value to the community measured by relationships with and support from town officials and members of the community.

A full description of the 2014 NHLTA Award Criteria will be mailed to every NHLTA member in April. The deadline for submitting nominations is July 31, 2014. It’s time to think about your nomination now.

*Adele Knight*  
a.knight@nhlta.org

### *Make A Difference: Volunteer!*

NHLTA is offering an opportunity to trustees to apply their skills in support of the mission and activities of the Association. The Board of Directors is an all-volunteer group of current and former library trustees. We need volunteers to work on a project-by project basis and on a long-term basis as sitting members of the board.

For information on how to volunteer with the NHLTA, please contact Loring Webster at [l.webster@nhlta.org](mailto:l.webster@nhlta.org) or Adele Knight at [a.knight@nhlta.org](mailto:a.knight@nhlta.org) with an estimate of the time you can offer, areas of interest, special skills, and degree of passion for libraries!

***If you are passionate about libraries and want to make a difference—step up and volunteer.***

Recipients of the Dorothy M. Little Award are nominated because they have demonstrated sustained, extraordinary public library advocacy and activism. The Lincoln Public Library Trustees nominated Peter E. Moore for this award because they felt no one has personified the goals and ideals of the library in the past 20 years more than Peter. He is considered the community's best local resource.

Peter served as a Lincoln Public Library Trustee from 1993 to 2012. He was a founding member of the Friends of The Lincoln Library, and continues to be a part of that group. Beginning in 1994, Peter and library director Carol Riley spearheaded the campaign to triple the size of the library. Peter was involved in all phases of the project from working with various state and local agencies to fundraising and overseeing construction. The new space was unveiled in 1996 but Peter and the board of trustees continued their work to add a meeting room.

Peter is a staunch supporter of all libraries and Friends organizations. In his capacity as a Select Board member from 2003 to 2012, Peter was a strong advocate for the library and made it his mission to ensure that the library was seen by the Board of Selectmen as a significant and essential service provided to the community. Congratulations Peter.

Another accolade for the library was mentioned by Joanne Nichols, President of the Friends group. According to a recent survey by Library Journal, the Lincoln Public Library has been named a five star library for the 3<sup>rd</sup> year in a row, making it one of the best public libraries in the state. Results are based on circulation, circulation per capita, program attendance, visits per capita and public internet use per capita. It is the only library in the state to receive this five star distinction.

After the meeting and presentation of the Dorothy M. Little Award, attendees at the event were treated to entertainment by Boston's North Shore Acappella group making this an evening to remember. 

## UNIQUE PROGRAMS FOR CHILDREN

### Derry Public Library

**Cooking Club for Teens:** Join us every other Tuesday to make some delicious food, hang out with friends and eat snacks. We will be celebrating the winter with hearty and comforting recipes, such as, Stacked Grilled Cheese Sandwiches, Potato Leek Soup with Crostini, and Baked Ziti, along with classic sweets like Chocolate Chip Cookies and Ginger Snaps.

Now that's a program I'd like to attend! — Editor

**11:45 am–1:00 pm:** We will hear from John Chrastka again as he leads us in *CAMPAIGNING FOR A WARRANT ARTICLE: Getting to Yes*; Terry Knowles will present the always well attended *THE OTHER MONEY: Beyond the Town Budget*; Douglas Bencks, University Architect at UNH and Chair of the Durham Public Library Board of Trustees, who oversaw the planning and construction of their new library, will talk about *BRICKS & MORTAR & ARMCHAIRS: Designing a Library to Foster Community*; and Peter Pearson's and Sue Hall's *ALL ABOARD!: Great Teams-Great Meetings-Great Results* has lots of "value added" for everyone.

**2:45–4:00 pm:** *CULTIVATING THE WHO'S WHO: Engaging Local Celebrities in Your Mission*, offered by Peter Pearson and Sue Hall will provide steps to get you started; Sandra Mitchell, who has been involved in nonprofit fundraising for over three decades, will explore *THE PERSONAL ASK: Moving from Resistance to Results*; Learn *HOW TO FIGHT FOR THE LIBRARY (and not with the Town): Collaborating with Town Officials* by attending this workshop given by Melissa Prefontaine, Langdon Library Trustee from Newington who helped to successfully petition for a 45% increase in their library's annual budget; Kate DeForest, NHLTA legal advisor, will address specific obligations and duties of library trustees with *THE ABCs of RSAS: Library Trustees and Library Law*.

## REGISTRATION

Register by mail to: NHLTA Conference Registration, 53 Regional Drive Suite 1, Concord NH 03301. Phone or e-mail is not accepted. Extra forms are available on the NHLTA website: [www.nhlta.org](http://www.nhlta.org).

If you have any questions, please contact Carol Snelling, Education Committee, at [c.snelling@nhlta.org](mailto:c.snelling@nhlta.org). Scholarships are available. Applications forms can be downloaded from [www.nhlts.org](http://www.nhlts.org) and mailed to Mark Branoff, Nesmith Library, 8 Fellows Road, Windham NH 03087. Scholarship application deadline is April 28, 2014.

## DISCOUNT LODGING

A block of overnight rooms has been set aside at the Grappone Courtyard connected to the conference site. The room rate is \$85 per night; the special rate code is "NHLC." Reservation deadline is April 28. Call 603-225-0303.

## NEW VENUE FOR CONFERENCE

The 2014 Spring Conference will take place at the Grappone Conference Center, 70 Constitution Avenue, Concord NH. Directions are available on their website: [www.grapponeconferencecenter.com](http://www.grapponeconferencecenter.com). 

# NOTICE TO ALL NHLTA MEMBERS

April 1, 2014

Per by-law Article X, this is notification of the proposed amendments to the NHLTA bylaws. The Board of Directors voted to recommend the changes at the February 12, 2014 and March 5, 2014 meetings.

The previous bylaw, identified by regular type, is followed by the new bylaw in bold italic type.

The complete list of by-laws is on the NHLTA website: [www.nhlta.org](http://www.nhlta.org). Please be prepared to discuss and vote on the amendments at the annual meeting on May 19, 2014.

Adele Knight, President

## NEW HAMPSHIRE LIBRARY TRUSTEES ASSOCIATION BYLAWS

### ARTICLE III: Officers and Duties

**Section 2:** The Officers shall be elected annually by and from the Board of Directors following the Annual Meeting. The officers shall serve not more than three (3) consecutive terms in the same office. An officer vacancy shall be filled by and from the Board.

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### ARTICLE IV: Board of Directors

**Section 1:** The Board shall consist of the officers (4), a past president, and ten (10) other Directors. The Board shall meet on a regular basis.

**Section 1:** *The Board shall consist of the officers (4), a past president, and not more than ten (10) other Directors. The Board shall meet on a regular basis.*

**Section 2:** The Directors shall be elected to rotating terms of two (2) years, and no Director may serve more than four (4) consecutive terms.

**Section 2:** *The Directors shall be elected to a term of two (2) years effective as of July 1. No Director shall serve more than four (4) consecutive elected terms. The Governance Committee shall recommend a slate of nominees to be approved by the Board of Directors prior to the annual meeting.*

**Section 8:** Nine (9) voting members of the Board shall constitute a quorum at any regular or special meeting of the Board.

**Section 8:** *A simple majority of voting members of the Board shall constitute a quorum at any regular or special meeting of the Board.*

**Section 9:** A special meeting of the Board may be called any time by the President or by nine (9) members of the Board, providing notice has been sent to Board members at least ten (10) business days in advance.

**Section 9:** *A special meeting of the Board may be called any time by the President or by two-thirds ( $\frac{2}{3}$ ) of the members of the Board, providing notice has been sent to Board members at least ten (10) business days in advance.*

### ARTICLE V: Committees of the Board of Directors

**Section 1:** Standing Committees shall consist of Executive, Communications, Education, Finance, Legislative, and Governance. The chairs of standing committees appointed by the President shall consist of members of the Board. Any Committee may, at its discretion, seek advisory assistance from the membership or other individuals with relevant knowledge.

**Section 1:** *Standing Committees shall consist of Executive, Communications, Education, Finance, Legislative, Governance, and Technology. The chairs of standing committees appointed by the President shall consist of members of the Board. Any Committee may, at its discretion, seek advisory assistance from the membership or other individuals with relevant knowledge. Annual Committee reports will be available to the membership on the website.*

**Section 4:** Ad hoc committees shall be all other committees not defined above. The Chair of each ad hoc committee shall have voting privileges on the Board for that topic. Members shall come from the general membership. Each committee shall have a Board member as liaison to the Board. Ad hoc committees shall seek advisory help as needed.

**Section 4:** *Ad hoc committees shall be all other committees not defined above. Ad hoc committees are created and dissolved by the Board of Directors. Members may come from the general membership. Each committee shall have a Board member as liaison to the Board. Ad hoc committees shall seek advisory help as needed.*

### ARTICLE VI: Association Meetings

**Section 1:** The Association shall have at least one membership meeting a year, in the spring, on a date determined by the Board. The purpose of the meeting shall be the election of officers and of Directors, the presentation of reports, and the transaction of other business. Notice shall be sent to all members at least thirty (30) days, but no more than sixty (60) days, in advance. Nominations to the Board may be accepted from the floor with the previous consent of the candidate.

**Section 1:** *The Association shall have at least one membership meeting a year, in the spring, on a date determined by the Board. The purpose of the meeting shall be the election of Directors, and the transaction of other business. Notice shall be sent to all members at least thirty (30) days, but no more than sixty (60) days, in advance. Nominations to the Board may be accepted from the floor with the previous consent of the candidate.*

### NEW TRUSTEES ON BOARD – EDUCATION IS A MUST

By Karen Sheehan Lord, NHLTA Director

Congratulations to all newly elected trustees! As you begin your term, we cannot overemphasize the importance of being properly prepared to assume your duties. There are two solid ways by which a trustee can achieve this goal. A good orientation is a must for a new trustee (including alternates) to perform effectively. An excellent starting point is a meeting with your library director and your board chair, then your full board. A complete tour of the building, an explanation of its services and an introduction to staff is a must. In addition to the NH Library Trustees Manual, we strongly recommend that each new trustee have a binder containing the following information (such a binder may be passed on to future incoming trustees with appropriate updates).

#### ***Suggested Materials***

1. A list of library trustees with all contact information and term expiration
2. The board of trustees by-laws
3. The board's committee assignments and duties
4. The charter/history of your library
5. An organizational chart of your library
6. A list of library staff, positions and date of hire
7. Job descriptions for staff positions
8. Your library's Mission and Vision Statements
9. Your library's goals/objectives and long range or strategic plan, plus the board's annual goals
10. The policies and procedures for your library, as well as list of approved annual holidays
11. The board-approved budget for the current year with back-up material
12. Your board's meeting calendar, meeting agendas, minutes and monthly reports
13. The last annual report and current library statistics on use and holdings
14. A copy of your director's most recent performance review and the Performance Review form
15. The NH state laws pertaining to libraries

After reviewing the material in the binder, the new trustee should meet with the chair and director before the next board meeting. The chair should review the committee structure and allow the new trustee to express an interest in where he/

she might best serve. The director should discuss current projects and challenges that the library is facing or may be facing in the future. This is an excellent time for the chair to review materials in the NHLTA binder with emphasis on RSAs, duties and responsibility. The welcoming and integration of the new trustee onto the board so that he or she feels knowledgeable and able to contribute is an important function of the board chair.

#### ***Continuing education is important in aiding trustees to perform effectively.***

The second way by which new trustees can become properly prepared to assume their library duties is to participate in education programs, orientations and workshops sponsored by the NHLTA. Details on the Trustee Orientation Workshop scheduled for April 29 are on page 1 of this newsletter. The Annual Conference on May 19 provides another opportunity for all trustees to brush up on a variety of library topics and network with colleagues from around the state. Board chairs should encourage new trustees (and seasoned trustees as well) to take advantage of these opportunities to enhance their skills and knowledge and thus to function more effectively.

***Armed with knowledge, trustees are a formidable force.*** 

#### *The New Hampshire Curmudgeon*

##### ***The NHLTA Annual Conference is coming to Concord***

*So what are you planning on doing May 19<sup>th</sup>?*

The best show in town will be at the Grappone Conference Center, Concord, where over 350 passionate library trustee advocates will be gathering to listen to outstanding speakers talk on such timely topics as *Relationships with Local Government*, *Planning and Campaigning for a Warrant*, *The Art of Fundraising*, *The Role of Treasurer*, *The ABCs of RSAs*, and much more.

If that isn't enough, breakfast and lunch will be included. Still not enough, you say? How about being able to network with 350+ feverishly active library advocates?

I suggest that signing up early would be a great idea as there are a limited number of slots available, they typically sell out, and you would not want to miss this outstanding library event!

## NHLTA DIRECTOR PROFILE

### MEET DAVID L. SIMPSON, JR., NEWLY APPOINTED DIRECTOR OF THE NHLTA

By Adele Knight, NHLTA President

David Simpson's credentials for membership on the NHLTA Board of Directors were compelling so the Governance Committee interviewed him and recommended him for nomination to the Board to fill a vacancy. The nomination was approved in February. David's name will be submitted for election to a full two-year term to the NHLTA membership at the Annual Meeting and Conference in May.



David has always had an interest in libraries. One of the first things that he and his wife did when they moved to Peterborough was to get library cards. David first took advantage of an opportunity to run for trustee of the Peterborough Town Library for a one-year term. He sought to learn all he could about the library and responsibilities of the board. He met with each of the current directors, spoke with the library director, and began to attend the Monadnock Area Trustees' meetings to meet fellow trustees and share questions and comments. Attending the NHLTA Annual Conferences was another step in David's learning process. He was elected two more times to the Peterborough Town Library's Board of Trustees and has now served as a trustee for five years.

For the past three years, David has been one of the Peterborough Town Library Trustees appointed to serve as a director of the 1833 Society, an independent 501(c)(3) foundation. The mission of the 1833 Society is to raise, through private donations and grants, sufficient funds to finance a major upgrade to the Peterborough Town Library and to assist with the design and construction of a revitalized and updated

facility. David first learned about establishing a foundation for this purpose from Terry Knowles.

David has twenty-five years of experience in fundraising for various non-profits, served on the Fairfield, CT, Library Building Committee, and twenty-five years of insurance sales. He also has an interest in the legislative process.

David told me how he always loved to read, and as a young boy would bicycle to the local library. He said that reading often compensates for other things you might not be able to do, as well as help you develop a love for books. David is still an avid reader and a book collector. Importantly, he has always believed that libraries should have a high profile. When asked what led him to consider accepting a nomination as a NHLTA Director, he commented that to maintain a high vision of libraries in the State, especially with the advent of Social Media, it has to be driven from the top down.

Regarding library advocacy, David related what he thought were important means by which Trustees and Friends could advocate for their libraries. He thinks that forming a liaison with Friends of the Library on a one-on-one basis works. Likewise, with Selectmen, budget committee members and administrators—getting to know them one-on-one is beneficial. He suggested giving them honorary library cards and, if you have them, tote bags advertising your library. The goal is to help them understand the importance of the library to the children and the entire town.

David, welcome to the NHLTA Board of Directors. 

#### THE "PUBLIC" IN PUBLIC LIBRARY

By Connie Kirwin, NHLTA Director

Have you ever visited a library website searching for the names of the board of trustees and not found them? Have you done the same with the town's website? Usually they have a link to the library's website and one goes around in circles as the search continues and the frustration escalates. About 95% of the trustees of New Hampshire's libraries are elected by the public and the names are public information but unfortunately this information is not always readily available to the public.

Take a close look at your library's website. Can you find the names of your trustee board?

## REGIONAL TRUSTEE NETWORKING

NHLTA encourages regional networking among trustees. If you need help organizing, contact a member of the NHLTA Board. We will also publish your meeting date/time/location in the newsletter and on the website ([www.nhlta.org](http://www.nhlta.org)).

### **Monadnock Area Regional Trustees**

By Adele Knight, NHLTA President  
and Dublin Library Trustee

Fifteen trustees representing eight libraries attended the Monadnock Area Trustees gathering in the Dublin Public Library on January 17. The main topic was MakerSpaces—a new concept that libraries might incorporate into their programs. MakerSpace takes a do-it-yourself approach where people gather to create, design or learn. Some of the equipment might include a 3D printer software, electronics and craft materials. Teens might make logo robots or digital music. Some libraries are already thinking along these lines. The Keene Library has a 3D printer and the Peterborough Town Library is looking at MakerSpace as they plan their new Library for the 21<sup>st</sup> Century. It was suggested that this might make a good topic for our Annual Conference. David DeWitt from Dublin who spoke to us about MakerSpaces also displayed some of the digital equipment and books on the subject. He would be happy to give this talk again so if you are interested in learning more, let me know. ([a.knight@nhlta.org](mailto:a.knight@nhlta.org))

Also discussed at this meeting were policies and some of the other technologies used by local libraries.

The next meeting of the Monadnock Area Trustees will be held on Friday, March 21 at the Jaffrey Public Library.

### **Seacoast Region Trustees**

By Conrad Moses, NHLTA Past President  
and East Kingston Library Trustee

After the success of their first gathering in January, this group is meeting again on March 28 at the Wiggin Memorial Library in Stratham. An update on events that occurred at town meetings will probably spark a lively discussion. Join this group if you are in a comfortable driving distance of the seacoast area. Network and learn from your peers. Bring along your questions and concerns and success stories. It will be a night to remember and you will make new friends too!

### **Carroll County Roundtable**

The last meeting of this group was in September at the Madison Public Library and the search is on for a passionate library trustee willing to organize future meetings. The NHLTA is always available to help: contact Connie Kirwin at [c.kirwin@nhlta.org](mailto:c.kirwin@nhlta.org). 

## WHO ARE THOSE GUYS?!

By Christie V. Sarles, Co-Director  
Tuftonboro Free Library

I recently heard someone say, “Oh, those library people,” as if “library people” were some sort of weird alien species. But in nearly 40 years as a librarian I’ve encountered literally thousands of “library people,” and although I might call a couple of them weird, they’ve all been distinctly, most definitely, human.

So just who are “those library people?” They are wide-eyed infants in carrycots, gnawing happily on a board book. They are toddlers at the puzzle table, busily sorting shapes and sizes and colors. They are preschoolers reveling in stories and songs and glitter and glue and new friends.

Library people are first graders, eagerly anticipating their weekly library field trip. They are teens with laptops, doing homework after school. They are retirees with reading lists an arm long, and the gift of time.

Library people are travel team moms, in for another stack of books on CD. They are dads borrowing snowshoes for a family hike in the woods. They are families choosing books and games and movies to share on a rainy weekend.

Library people are neighbors checking email, printing boarding passes and tax forms, applying for employment (and unemployment) and health insurance online. They are friends meeting for a Book & Author lunch or a game of Scrabble. They are amateur genealogists researching their family histories.

Library people drop by to read the weekly paper, or to browse the local art exhibit, or simply to interact for a while with another human being. Not all of us have another community.

Library people know where to search for answers to what Garrison Keillor calls life’s persistent questions. And for help with the easier stuff, too, like how to raise chickens, or make a kite, or download an eBook. Some library people choose to do all of that online, from home. (More than one, I’ve heard, in pajamas.)

And all library people, no matter what their age or gender or interests, no matter which genres they prefer—romance or true crime, westerns or biographies, thrillers or poetry, how-tos or histories, comedies or tragedies—and no matter whether in print, audio, visual, digital, electronic, or some new format yet-to-come, all library people love stories. Who on earth doesn’t?

In other words, to paraphrase the immortal Pogo, we have met “those library people,” and they are...us!

So if you’re one of “those library people” who just doesn’t have your library card yet, come on in and join the crowd! It only takes a few minutes, comes with a lifetime service guarantee, and will save you money every single time you use it.

Solutions and delight—you’ll find them at your local library. They’ll be right there along with lots of your friends and neighbors—you know, “those library people.” 

## POLICIES EVERY LIBRARY SHOULD HAVE

Thank you to the Hooksett Public Library for sharing their Electronic Device Borrowing Agreement policy. This is a sample and should be tailored to fit your library. More policies are available on their website at [www.hooksettlibrary.org](http://www.hooksettlibrary.org).

### ELECTRONIC DEVICE BORROWING AGREEMENT

Borrower must be 18 years old with a valid license and Hooksett library card in good standing. Borrower must sign this agreement and confirm his/her contact information at the time of checkout. Staff will take a copy of the borrower's license and a copy of this signed contract to keep until the item is returned. A copy of the signed agreement will go in the packet with the device.

I, \_\_\_\_\_, take full responsibility for the electronic device I am checking out. The replacement cost of the device (up to \$350.00), its protective case (up to \$35.00), its charging cord (up to \$20.00) if the item is lost, stolen, or broken while in my care. I will pay the replacement fee (of up to \$450.00) if I fail to return the item at all, or in unusable condition (to be determined by the library director).

I agree that the device is in working order at the time I am checking it out. *User Initials* \_\_\_\_\_

I understand that the electronic device can be checked out for two weeks and renewed once as long as there are no holds on the item. I agree to pay overdue fines of \$1.00 per day if I return the electronic device after the due date. If the device is more than 25 days overdue and I do not return it, I understand that I will be held responsible for the (up to \$450.00) cost to replace the device if I don't return the device within 3 days of being notified.

I understand that the electronic device must be returned inside the library directly to a library staff member. The device may not be returned in the outdoor or indoor drop boxes. If I return the device in a drop box, I will be charged a \$25.00 minimum fee for unnecessary risk to the device.

User Signature: \_\_\_\_\_

Checkout Date: \_\_\_\_\_ Due Date: \_\_\_\_\_

#### Using the electronic device:

- Library staff will load content onto the device.
- Do NOT register the device with a personal credit card to purchase items. If the library's registration is disturbed by a user, the user will be responsible for the (up to \$450.00) replacement cost.
- Do NOT connect the device to your personal computer with a personal Adobe Digital Editions account. If the library's registration is disturbed by a user, the user will be responsible for the (up to \$450.00) replacement cost.
- Do not let anyone else borrow the device or allow children to play with the device
- Be cautious with the device and keep it safe from water or being dropped. Avoid exposing it to extreme temperatures, like leaving it in your car in the dead of winter or in the summer's heat.
- Return all parts of the device, including the power cable and protective case. Any missing items may result in charges.
- Return the device inside the library directly to a staff member. If the device is returned in a drop box, a \$25 minimum fee will be charged to the user. Do not leave the device on the circulation desk if a staff member is not present.

I understand and agree to these rules for use:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## BETHLEHEM PUBLIC LIBRARY

By Laura Clerkin, Library Director

Bethlehem Public Library marked its 100<sup>th</sup> anniversary in 2013, complete with gifts received and gifts given. In December 2013 the library opened in a new building—a gift to the town’s residents from a man who loved Bethlehem and loved libraries.

The Bethlehem Public Library began in 1913. There had been a subscription library previously, housed in various places around town. The Town Building, completed in 1913, was where the new public library was to be found for the next 100 years. Residents have fond memories of the three-room library with its dark carved woodwork and tall stacks. Many remember Muriel Brown, the town’s librarian for 33 years.

Though Muriel passed away in 2007, she would not be forgotten. Her brother, Arthur “Bud” Jobin loved his sister, and loved Bethlehem, though he had moved away many years ago. Mr. Jobin bequeathed to the Library Trustees \$1.5 million to build a new library building in memory of his sister. There had been talk around town that *someone* was donating money for a new library, but the name was a secret until shortly before the grand opening.

The new library sits just one-half mile east of the former location, on Main Street (Route 302). The site is the former Maplehurst Hotel, later the Chase Tennis Camp. The town took down the hotel and the library broke ground in May. At almost 5,000 square feet, it is three times the space of the old library. Though the library did not pursue LEED certification, the focus was on making the building as energy efficient as possible. To that end, the building envelope is extremely tight; the walls are almost one foot thick. The windows are non-operational to mitigate air leaks, and there is an air exchange system for the patrons’ comfort as well as the welfare of the books.

The Building Committee, library staff, and architect worked together to create a 21<sup>st</sup> century library. The interior has an open concept; one large space is delineated only by short shelving. The lack of tall stacks allows staff a complete view of the library from the

circulation desk. Embracing the concept that people like to “be alone, together,” there are many seating areas for one or two people. Previously, patrons sat shoulder to shoulder at one wooden table. Now people can spread out at tables or in lounge chairs with a modicum of privacy.

Two realistic-looking maple trees flank the Children’s room entrance. A large mural is being developed for the far wall that will continue the woodland theme. This area offers oversized stuffed chairs, perfect for parents and children to sit together and read. There is also a tiled craft area with a sink for cleaning up after messy art projects.

One part of the library draws particular interest from patrons as well as the general public: the Community Room. This room seats 50 and has a large flat screen television and other A/V equipment. The purpose of the room is to offer an increased and varied amount of library programming. But it is also a public space. Non-profit groups can reserve the room for meetings and programs. It can be used even when the library is closed, locking off the library and allowing entrance off of the patio. In a small town of 2,500, Bethlehem is in need of just such a space.

While no tax money was used for construction, there are costs to maintain the building. There are now utilities and maintenance in the library budget, an annual increase of approximately \$30,000. When the new budget passes, the



— continued next page —

# THE MILDRED P. MCKAY SCHOLARSHIP FUND

By Mark Branoff, NHLTA Treasurer

At its September 1964 Annual Meeting, the New Hampshire Library Trustees Association embarked on the most ambitious project in its eight year history, the creation of a scholarship, for the Public Library Techniques Course at the University of New Hampshire, in honor of former State Librarian Mildred P. McKay. When learning of NHLTA's intent, Mrs. McKay said nothing had pleased her more. At that time only 17 of the 231 New Hampshire public libraries were administered by professional librarians. The UNH course trained the lay librarian in four, three-week summer sessions. Upon completion in the fourth summer, the lay librarian graduated from the program. However, the course costs were beyond the means of many lay librarians. Therefore, scholarships were needed, and donors were sought by the NHLTA for a new scholarship program for the UNH course. Increased book circulation and improved library services would be the result with trained librarians.

In September 1965, the New Hampshire Library Trustees Association formally established a perpetual scholarship fund with the New Hampshire Charitable Fund, now known as the New Hampshire Charitable Foundation (NHCF), nam-

ing it after the former State Librarian Mildred P. McKay. The net income from the fund provides scholarship aid to residents of New Hampshire for the purpose of improving library services in the state. This new fund's broad, general purpose not only allowed scholarship aid for the UNH techniques course, but it allowed scholarship aid for other courses as well. The NHCF manages and invests the fund, and the NHLTA distributes the fund's proceeds to scholarship recipients.

NHLTA members and other individuals provided part of the initial funding for the scholarship in 1965 along with other donations, sought from foundations and more individuals, which added to the fund's initial balance. In later years additional donations from foundations, individuals and libraries were received. From its inception in 1965, the McKay Scholarship Fund grew steadily from these donations, along with the fund's appreciation and income generation. In 1966, the first partial scholarships were granted. In 1967, income generation allowed somewhat larger grants to four recipients. In 2013, twenty-five full or partial scholarship grants were awarded.

The scholarship recipient selection criteria for the Mildred P. McKay Scholarship Fund are determined by the Board of Directors of NHLTA. The criteria have changed over the years. Today, NHLTA's three-member Scholarship Committee selects the recipients and the amount of scholarship aid. Today's applicants must be either a current trustee board member or presently employed in a New Hampshire library. Scholarship aid is provided for courses, workshops and conferences. NHLTA's Board of Directors believes that continuing education is the prime factor in providing the highest quality of library services.

The qualifying requirements for scholarship aid consideration by the Scholarship Committee, for board members and for library staff, as well as an application for a scholarship, can be found on NHLTA's website, [www.nhlta.org/nhlta/scholarship.asp](http://www.nhlta.org/nhlta/scholarship.asp).

## Bethlehem Public Library continued

library will offer expanded hours, moving from 25.5 to 34 hours, six days per week. When patrons were surveyed last year, they supported more hours and the budget for that.

Staff is excited about the expansion of programs. During 2014, the library plans more movie nights (and days), a continuation of the popular preschool story time and book discussion programs, and a robust summer reading program with multiple entertainers. New programs include an adult literacy education, basic computer classes, and boosting partnerships with both the elementary and high school. Library programs are free and open to all North Country residents and guests.

Bethlehem Library strives to be a "Yes" library and welcomes everyone to be part of the next 100 years. 

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The *New Hampshire Library Trustee* is published four (4) times a year by:  
New Hampshire Library Trustees Association  
53 Regional Drive, Suite 1, Concord, NH 03301

The newsletter serves as a means of providing information and news to library trustees in the state of New Hampshire. Subscriptions are included as part of the annual dues for 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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## CALENDAR 2014

March 21	12:00 noon	Monadnock Area Trustees • Jaffrey Public Library 38 Main Street, Jaffrey
March 28	6:00–8:00 pm	Seacoast Regional Trustees • Wiggin Memorial Library 10 Bunker Hill Avenue, Stratham
April 2	10:00 am	NHLTA Board of Directors meeting • NH Municipal Association 25 Triangle Park Drive, Concord
<b>April 29</b>	10:00 am–1:00 pm	<b>Trustee Orientation Workshop</b> • NH Municipal Association 25 Triangle Park Drive, Concord
May 7	10:00 am	NHLTA Board of Directors meeting • NH Municipal Association 25 Triangle Park Drive, Concord
<b>May 19</b>	8:00 am–4:00 pm	<b>NHLTA Annual Conference and Annual Meeting</b> Grappone Conference Center, 70 Constitution Avenue, Concord
June 4	10:00 am	NHLTA Board of Directors meeting • NH Municipal Association 25 Triangle Park Drive, Concord