

**READS EXECUTIVE BOARD MINUTES
FRIDAY, FEBRUARY 29, 2008**

The meeting was called to order at 10:12 by President Chris Hague. In attendance were Steve Viggiano, Diane Mayr, Lois Freeston and Diane Arrato Gavrish.

The minutes of the December 17th, 2007 meeting were reviewed but not accepted because there was not a quorum of the board.

Reports (sent by email)

President's Report (see attached)

The Treasurer's Report was reviewed and discussion took place concerning the appropriate way to request reimbursement of funds. Lois is able to work closely with Carl, but it would be advantageous to have everything written down in the case that someone else were to take over. Every committee is asked to set up a budget, track what is spent so that the Board can see what is being spent. Every committee should project the costs of their activities and send it to Lois.

The bill has been paid to the LGC for the food from the Fall Conference. The cost was \$1,278.80. This can be paid in the 2008 budget even though it was a 2007 expense.

The cost of the Trivial Pursuit game for the Conference will be taken out of NHLA funds.

\$200 will be paid to Mr. Quigley for his Verbal Judo program for the Spring Conference. His mileage will be paid, as well as the mileage for the participants in the READS program on Summer Reading for Adults. The Roundtables will be held on March 25-27th in Lancaster, Hooksett and Plaistow. The topic is Overdues. The program committee will expand on the costs and other needs when they are able to do so. The brochures have gone out.

Claudia is working very hard on the READS-To-Go website with the help of Jon Kinnaman. There has been a lot of progress made on the site. The Executive Board is asked to promote the use of the website for info on the program whenever possible, including thru the Coops.

Membership - Steve Viggiano passed out the latest spreadsheet of new members. He will try to come up with a way to provide information on joining READS when new people are hired at various libraries.

Claudia is working on the **Nominating Committee** process and a Nominating Card. Everyone is asked to send information for the website to Diane for proofreading.

Old Business

The Board worked on the wording for the Mission Statement for READS. This statement will be used until the final version is approved. This will have to go to the general membership before it becomes a by-law change.

Job Descriptions

Lois will work on the Treasurer job description and talk to Carl to finalize details. Amy Thurber submitted a job description for Secretary. Diane Mayr reported on READS-To-Go - there are currently 37 kits. A write up will be created for the READS handbook. PR job description should include : the award, web posting, inventory, preparing materials for conferences, cake or other promotional materials for conferences, attending the Board meetings. RTG committee size is ok the way it is at this time. There is a job for everyone currently working on the committee. Membership - Steve will have something ready for the next meeting

We need to keep material coming for all aspects of the web site.

We are working on our calendar chart - this will help with membership, programming, etc. Chris will send an update based on what was added and changed during discussion.

Diane will check into whether or not there is a Tea planned for a program at the NHLA Spring Conference promoting READS-To-Go. Diane will also make sure we are able to have a table where we can put our pens, pads and any give outs, etc. at the conference.

For the April 25th meeting Board members are asked to bring ideas for the brochure and continue on the other programs that have been started such as the website, the web address, what is READS, etc.

The meeting was adjourned at 12 noon.

Respectfully submitted