

READS Executive Board Meeting
November 21, 2008 9:30 a.m.
Local Government Center, Concord, NH

Present: Chris Hague, Claudia Mayer, Diane Arrato Gavrish, Victoria Lang, Diane Mayr, Lois Freeston, Linda Taggart, Steve Viggiano, Deann Hunter, Emily Weiss, Amy Lapointe, Marija Sanderling

1. Chris called the meeting to order at 9:42 a.m.
2. Program Committee Report: Victoria reported that attendance at the READS Annual Conference was lower than expected. As a result our financials show a \$272 deficit. Chris estimated that the success of the spring roundtables offset the deficit, so the Programming Committee is down just \$49. Victoria received about 60 evaluations from the program, most of them positive. Victoria announced possible spring roundtable topics: Managing in tough times; How to work successfully with Friends groups; Reference in the digital age.
3. A **MOTION** was made and seconded to accept the minutes of the September 12, 2008 meeting. Passed unanimously.
4. Treasurer's report: Our balance as of November 14, 2008 is \$3961.86.
5. Old Business:
Election results. A total of 67 ballots were returned. Linda Taggart and Deann Hunter each received 67 votes. There were no write-in votes.

Chris will make changes and distribute the handbook to the board members via email. Diane Arrato Gavrish would like to see printed copies available at roundtables, conferences, and coops. **ACTION ITEM:** All committee chairs please take a look at your READS position descriptions and include time and skill requirements. Does your position require physical travel to meetings? Does it require email conferencing? A good printer? Knowledge of particular computer programs? We need to put that into our position descriptions. Email this information to Chris.

Website: Diane Mayr has been working with Jon Kinnaman on the READS-To-Go part of the website. She's pleased with his changes. Chris will add the Award of Excellence information to the website. Marija will send the minutes of the annual meeting to Jon Kinnaman to post. If you send photographs to Jon, he needs to have them sent to his home address. FAQs for the website: Diane Arrato Gavrish provided an old description of what READS is all about. Amy suggested we have a site with good content so that FAQs will not be needed as a separate section.

Membership: Steve is sending out one last letter for the year. He will send it to Diane Arrato Gavrish for proofreading before sending it to the membership.

6. New Business:
Programs for the NHLA Spring Conference: Chris informed NHLA we would like to present programs on the following topics:
Unique services to seniors in our libraries
A roundtable of librarians who are providing special programs geared toward seniors.
Assertiveness training: Say what you mean and mean what you say
Serving the mentally and developmentally disabled population

What are caretaker responsibilities?

How to identify caretakers in the community

What are the library's responsibilities and liabilities?

Possible speakers: a caretaker; an Easter Seals representative; a legal representative; a Community Bridges representative.

Panels cannot exceed three. Non-librarian presenters will have registration, lunch, and mileage at the prevailing federal rate paid by NHLA. Librarian presenters are not paid for their services.

The NHLA Conference Committee assigned the following two topics to us:

Beyond Google: Searching the Invisible Web and Promoting Reference Service

How to retrieve documents and information that patrons can't find on their own. A panel of reference librarians from the larger libraries, or possibly Louise Buckley from UNH, can present this. Deann will contact Louise. We decided to take the promotion part of the program away and concentrate on delving into the invisible web. Lois suggested we concentrate on a marketing program for our fall conference.

Providing excellent customer service

A **MOTION** was made and seconded to substitute the customer service program with a READS-To-Go program. Passed unanimously.

Program Committee: We need revitalize the Program Committee with new members. We also need to have a representative from the Program Committee attend the Executive Board meetings to keep lines of communication open and to fill a quorum when necessary. Chris will communicate with current members of the committee to find out their status and see if anyone will step up to the plate to chair the committee.

7. Budget. Lois distributed the 2008-2009 budget. We need to include money for the NHLA raffles. This expense could come out of the Public Relations or Miscellaneous lines of the budget.
8. 2009 Meetings:
 - January 23, 2009
 - April 24, 2009
 - June 12, 2009
 - August 14, 2009
 - November 13, 2009All meetings will start at 10:00 a.m. at the Local Government Center in Concord.

Adjournment 11:58 a.m.

Respectfully submitted,

Marija Sanderling
Secretary