

DRAFT
READS Executive Board Meeting
Local Government Center, Concord, NH
Friday, January 23, 2009

Present: Amy Lapointe, Linda Taggart, Deann Hunter, Diane Mayr, Emily Weiss, Chris Hague, Diane Arrato Gavrish, Marija Sanderling

1. Amy called the meeting to order at 10:03 a.m.
2. A **MOTION** was made and seconded to accept the minutes of the November 21, 2008 meeting. Passed unanimously.
3. Treasurer's Report: Our balance as of January 9, 2009 is \$4,135.32. Deann will follow up with the NHLA treasurer regarding the fall conference food bill.
4. At the last NHLA Executive Board meeting Michael York talked about budget cuts to the state library acquisitions budget. He will work to continue providing services to libraries such as databases and van delivery service. The board discussed the possibility of hiring an MBA student intern for marketing. Steve Butzel set up a wiki for NHLA, including a folder for READS. Let Amy know if you want her to bring any special issues to the NHLA board. NHLA would like to add an IT section, a Local History and Genealogy section, and an Audio/Visual section. Amy distributed the list of NHLA priorities below. Diane Mayr suggested the international goals are low priority. If you have other suggestions for Amy to bring before the board, let her know.

Suggested Priorities, Goals & Objectives

Broaden services to members (New answers to the question, "What does NHLA do for me?")

- Summit for small libraries
- Record conference presentations and make them available online
- Business cards for members?
- Add an international dimension
- Find a sister international library association: Japan, South Africa, etc.
- Professional participation/recognition program, form a study group
- Encourage professional development
- Encourage participation in NHLA
- Recognition for job accomplishments, responsibilities and expertise
- Recognition for volunteer work or paid work in related field
- Go to this project's page for further details
- Advocacy Committee, renew and determine priorities and projects
- Examine Massachusetts library advocacy initiatives
- Scholarships and continuing education, continued focus
- Visits to library coops by board members, continue
- Communication with members, continue to improve
- Improve online presence and increase participation

5. Diane Arrato Gavrish, READS representative to the NHLA Advisory Board, will attend the next meeting on February 6. She will talk about our executive board election results, upcoming programs, and the website. If you want Diane to bring something else up at the meeting, let her know.
6. President Elect/VP: Linda Taggart let Andrea Thorpe know about the programs we're

planning for the spring conference. She'll attend the conference committee meeting next week.

7. Diane Arrato Gavrish is inventorying pads, pens, and other PR items to make sure we're ready for the conference. She has the banner and some READS ribbons for our name tags. She'll arrange for a table for the conference.

8. Emily Weiss reported that so far we have 100 members, 13 of which are new members, for 2009. Emily is drafting a welcome letter which she will mail rather than email.

9. Amy received an email from Pam Gjettum and reported that Pam is working on the READS roundtables, the theme of which is "Managing in Tough Times." The roundtables will take place on the following dates and places:

Howe Library, Hanover March 23
Hooksett Public Library March 25
Pease Library, Plymouth March 27

Pam requested payment for costs incurred as part of the program. Diane Arrato Gavrish will proofread the draft flyer before it goes out. Evaluation forms are available.

10. Diane Mayr reported the need to purchase a minimum of 25 READS-To-Go bags.

11. Chris Hague reported that she hasn't had time to work on the website. Should we put info on the website or the blog? Which will get used more? She has photos for the Award of Excellence to post, as well as the Handbook.

12. Old Business

Handbook: The handbook has been reformatted, and Marija will update it to include the mission statement, the calendar of activities, and the organizational chart.

Conference: Diane discussed the fact that NHLA pays lunch and mileage for non-librarians who present programs at the conference. Librarians get lunch only and their registrations paid for the day of their programs. Diane would like to present gifts to those presenting READS programs. Deann reported that there is \$200 in the miscellaneous budget line, or \$400 in the NHLA line. We have 7 speakers lined up, some of whom are getting paid by NHLA. We agreed that the organizers of the programs will purchase \$25 gift cards for their speakers unless the speakers are getting paid by NHLA. Bring receipts to Deann.

Chris suggested we start thinking about scheduling who will staff the READS table at the conference.

Chris talked about the need of the program committee to continue to communicate with the board. Amy will contact Pam and ask about anticipated expenses and enlisting new members if the committee needs them. Chris would like to acknowledge long-standing members of the programming committee at the fall conference.

READS website: We went through all pages of the READS website and agreed that the following changes need to take place.

On the front page:

Replace the banner with the READS logo as the headline

Under the READS Timeline, include 195 members in 2008

Clean up fonts and punctuation on the page

Update Mission Statement page

Add a Bylaws choice under the About Us heading

Add the Handbook under the Publications heading

Remove Organizational Chart from the About Us heading

Committees:

Award Committee:

Chaired by the Past President of READS

Solicits nominations, selects, and presents the Award of Excellence at the fall program.

To join this committee contact Chris Hague.

Membership Committee:

Recruits, welcomes, and retains READS members.

To join this committee contact Emily Weiss.

Nominating Committee:

Nominates members for the executive board.

To join this committee contact Chris Hague.

Programming Committee:

Plans and executes READS programs and Roundtables.

To join this committee contact Amy Lapointe.

Public Relations Committee:

Promotes READS activities and mission to members and nonmembers throughout the year.

To join this committee contact Diane Arrato Gavrish

READS-To-Go Committee:

Provides book discussion groups around the state with complete packages of materials relating to highly discussable books.

To join this committee contact Diane Mayr.

"Join a Committee" link should provide an access point to this same page.

"Become a Member" link: Change Steve Viggiano to Emily Weiss. Add a link to the NHLA membership form.

"FAQs" - delete this link

"Contact Us" should link to the executive board page. Change Amy LaPointe to Amy Lapointe.

Be consistent with the area code on phone numbers. Use a consistent font. Add Diane Mayr's email dmayr@library.windham.nh.us. Change Programs to Programming, keep Pam's name, add Amy's email address as a temporary contact. Add "NH" in Chris' address.

"READS Calendar" - take off activity chart and add the following information:

March 23 Roundtable

March 25 Roundtable

March 27 Roundtable

April 24 Executive Board meeting

May 19-20 NHLA Spring Conference

June 12 Executive Board meeting
August 1 deadline for Award of Excellence nominations
August 14 Executive Board meeting
October - Fall Conference
November 13 Executive Board meeting

Minutes and Financials

Change heading to Minutes.

Make sure the final minutes are posted after they have been approved by the board.

READS Award

Add apostrophe to "Michelle, who doesn't want..."

After nomination form, "Application deadline is August 1."

After Michelle's photo, fix "Libarian"

After 2007, space after Knowlton, fix "pulbic" library.

After 2006: fix small s in READS

Take away the dropdown menu under READS Award

Programs

Dropdown menu should have: Upcoming Programs, Past Programs. Take away READS roundtable discussion, NHLA Spring, Fall Conference.

Under Upcoming Programs, include

Roundtable discussions (include info and a link to the brochure)

NHLA Spring conference (include programs that READS will sponsor) Add time slots when we know them.

Past Programs

Start with what we already have. Chris will proofread the 2008 conference info and send the changes to Diane.

Publications

Add Handbook

Leave Brochure (blank page for now)

Take out Roundtable Wrap

Bottom of pages:

Change "Minutes and Financials" to "Minutes"

Copyright

Last update

Other Old Business: The READS archives are housed in 2 large plastic tubs, housed at the Lane Memorial Library in Hampton at the moment. The actual files are being weeded and organized by Chris Hague, Diane Arrato Gavrish, Claudia Mayer, and Marija Sanderling.

New Business: None at this time.

Adjournment at 12:03 p.m.

Respectfully submitted,

Marija Sanderling
Secretary

