

DRAFT
READS Executive Board
Local Government Center
Profile Room
Friday, August 13, 2010
10:00 am

Present: Linda Taggart, Lori Fisher, Amy Lapointe, Gaye Kulvete, Caitlin Stevens, Mary Cronin
Absent: Emily Weiss, Diane Mayr, Deann Hunter

Call to Order: Linda Taggart called the meeting to order at 10:03 am.

A MOTION was made by Amy LaPointe to approve minutes of the June 11, 2010 meeting with correction to spelling of Caitlin Stevens' name. Motion was passed.

Treasurer's Report: Diane Mayr, Acting Treasurer, absent
Diane sent electronic copies of her report and a current copy of the 2006-2010 READS budget to the Executive Board prior to today's meeting. Amy LaPointe noted that the \$92.30 in expenses for mailing expenses included both printing (at about \$80) and postage for the READS Award of Excellence call for nominations postcard.

Linda Taggart noted the need for the Executive Board to create a proposed budget for 2011, and asked that since neither Acting Treasurer Diane Mayr nor Treasurer Deann Hunter were at today's meeting, whether the budget could be developed via email. Gaye Kulvete will contact Diane Mayr to see if that would work. READS fiscal year ends June 30, so getting a budget in place is a high priority.

President's Report: Linda Taggart
Andi Darling of the Maine Library Association contacted Linda Taggart to ask if someone from READS could attend their conference in October. Linda was not sure whether they are looking for a formal presentation or an informal meeting. As none of the present Executive Board has a lot of READS experience, names of past board members who may be able to answer the MLA's questions about starting a reference and adult services section were suggested as people to contact to see if they would be interested in attending the MLA conference in Rockland on Oct. 7 and 8, 2010.

Linda reported that the survey of NHLA Members coordinated earlier this year by Mary White received about 300 responses, including names of potential volunteers. Emily Weiss and Pam Gjetton responded to Linda's question about volunteer needs with a request for volunteers to help with programming. Lori Fisher could use help at the NHLA Spring conference with the READS display table, making sure literature and candy is kept stocked. Amy Lapointe didn't feel there is a need for volunteers to help with the Award of Excellence. The Nominating Committee could use some volunteers to be on the committee.

Linda attended the June NHLA Board meeting at which there was a lot of discussion, but not a lot of decisions. Linda will not be able to attend the August NHLA Board meeting; she will review

the minutes from that meeting to report back to this Board. The discussions at the June NHLA Board meeting centered on the survey, free or reduced membership rates for new members and NHSL staff who are required to attend NHLA meetings. Record retention procedures were also discussed. Carl Heidenblad, NHLA Treasurer, would like to add an Assistant Treasurer position to act as a Treasurer-in-Training. There was discussion about whether this position would be elected or appointed and how or if the Ways and Means Committee Chair should be involved. Annie Doherty will be the Conference Chair for the NHLA Spring Conference in Manchester on May 5-6, 2011.

Vice President's Report: Gaye Kulvete

Gaye attended the ALA Conference in Washington in June, attending 10 workshops in 3 days. Gaye provided a synopsis of the workshops she attended, noting that the ones she found most valuable were one on programs, promotion, and PR, and another on "Numbers that Speak Volumes," a statistics workshop. Gaye provided a copy of a reference statistics tracking sheet that she developed to identify the types of questions that are being asked. Gaye's comments started a discussion about using statistics more effectively, what Gaye learned at the workshop and also how to put together a program on using statistics in meaningful ways for the Spring NHLA conference.

Membership Report: Emily Weiss, absent

Emily sent her report to Executive Board members by email prior to today's meeting, reporting one new member and one renewed member since the last meeting, bring READS membership to 184. Emily assisted Amy Lapointe with the Award of Excellence mailing. Emily will send a draft of a letter she will send to directors to encourage them to sign paraprofessionals up as READS members.

Reads-to-Go Report: Diane Mayr, absent

Diane sent a report to Executive Board members by email, reporting that there are now 65 kits available to circulate. Domain names were renewed for one year at a cost of \$30.34.

Past President Report: Amy Lapointe

READS Award of Excellence postcards were sent via NHSL van to each NH public library (via mail for libraries with no van stop) as well as by van to READS members. Van labels were provided by Darlene Reinhard and Emily Weiss. One nomination was received; one query about whether a YA librarian could be nominated was directed to the CHILIS award. Amy asked one of last year's nominators to resubmit a nomination, which they did, so there are two nominations to be considered for this year's award. A discussion followed about why so few nominations; timing of announcement during busy summer combined with reluctance to navigate a lengthy application seemed likely. Next year, publicity will emphasize how easy this particular application is to fill out, and more info about award will be made available at READS table at spring NHLA conference.

Programming: Caitlin Stevens

The READS fall conference is scheduled for Friday, October 22, 2010 at the Local Government Center. Caitlin handed out a draft of the conference brochure. Programs will be a reference interview program by Brian Hackert of the Peterborough Town Library, "They Never Ask for

What They Really Want,” a customer service program by Mary Ann List of the Portsmouth Public Library, “Getting to Yes,” and a readers’ advisory program by Nancy Milone Hill, Methuen, MA’s Head of Readers’ Services, “But I’ve Never Fixed a Carburetor: Providing Readers’ Advisory Services for the General Practitioner.”

The Programming Committee lost two of its members from Portsmouth, the distance to meetings and meetings on Fridays were the reasons. A discussion of ways to make meetings easier to get to followed.

The fall conference brochures will go out after Labor Day. Additional info about programs will be sent via NHAIS-L email.

Evaluations from Spring Roundtables was positive. The Programming Committee will meet again in November to plan next spring’s Roundtables. Erin Apostoles will be new programming chair. Lori Fisher suggested that at November’s meeting we discuss how many Spring Roundtables should be scheduled since one is typically underenrolled.

Conference Committee Liaison: Caitlin Stevens

No news.

Public Relations Report: Lori Fisher

Supply inventory remains unchanged. If new pads need to be ordered, the cost needs to be included in the new budget. Lori attended the NHAIS Advisory Board as READS representative. They were unreceptive to her request that READS rep duties be shared by READS Executive Board members, preferring to keep lines of communication simple. State Library remains short-staffed.

NHLA website redesign team sent a questionnaire to NHLA section boards asking for input as they plan to move site to a CMS.

Old Business

Opportunities for new members to serve: discussed; see above.

Award of Excellence: discussed; see above. Also, Amy will put together a committee to determine Award recipient from past winners and others. She will take care of having the plaque engraved and be sure to bring a camera to the Fall Conference.

MLA request for information: discussed; see above.

New Business

Nominations for open positions on the READS Executive Board: Open positions are Vice President and Treasurer. Linda will ask Deann if she would like to run again and also find out when she will return from her family leave time. Names of possible candidates were discussed, these people will be contacted to see if they are interested in running. Linda has the list of people who expressed interest in helping with READS from the NHLA survey. The deadline for nominations is August 15, according to READS bylaws, Lori Fisher MOVED to change deadline for this year to Sept. 15, motion was accepted and passed. Linda Taggart appointed Lori Fisher, Emily Weiss, and Caitlin Stevens to the Nominating Committee. They will meet via email. Once candidates are in place, Mary will prepare ballots to be handed out at the Fall Conference and mailed afterward to members who do not attend.

Bylaws changes: Discussion of changing Bylaws to allow for electronic voting (as NELA did this year) in future years was discussed. Other Bylaws changes discussed were that NHLA Conference Programming is included in Vice President's job description rather than in Programming Chair's and changing the NHLA Conference Liaison (attends NHLA Spring Conference Committee meetings as a representative of READS) position currently held by Caitlin Stevens from an appointed position to a full voting member of the READS Executive Board. Linda Taggart MOVED that a Bylaw amendment be placed on the ballot to change Article VII Nominations and Elections, Section 2: Elections to allow for electronic voting, borrowing language from NELA Bylaws (see language appended to these minutes.) Motion was passed. The proposed Bylaw change will need to be noticed to READS members before the Fall Conference and handing out of ballots, so an insert will be prepared by Mary to go into the Fall Conference brochure. Mary will contact Bobbi Slossar and NELA to ask about the logistics of running an online election and how to make sure that each member is allowed only one vote.

2010-11 Budget: Linda asked for board members to send her any suggestions for budget amendments. Postage increase to .46 in January will have to be built into new budget.

NHLA website redesign: Lori Fisher asked Executive Board members to review the NHLA and READS section websites and send any comments to her within two weeks so she may respond to the website committee chair, Kate Russell, by Labor Day. Right now NHLA's goal is to start working on the new site by the end of the year.

A MOTION was made by Linda Taggart to adjourn the meeting at 11:43 am. Motion passed.

Respectfully submitted,

Mary Cronin
Secretary

Appended: Language to appear on insert for READS Fall Conference brochure:

The READS Executive Board recommends that the READS Bylaws be changed to allow the option of holding future (starting in 2011) elections electronically rather than specifying that they be held by paper ballot.

To that end, we propose that Article VII, Section 2: Elections be amended to:

A. Not later than 60 days prior to the Annual Business Meeting, the Secretary shall deliver a copy of the ballot, using procedures approved by the Executive Board, to each voting member. Ballots shall be returned so that they are received by the Secretary at least two weeks prior to the Annual Business Meeting.

B. The chair of the Nominating Committee shall certify the results of the election, which shall be determined by the tally of the Secretary, and shall notify each candidate and each member of the Committee of such results.

C. New officers shall be announced at the READS Annual Meeting and reported to the Executive Board of the New Hampshire Library Association.

This change requires the affirmative vote of two-thirds of READS members present at the 2010 Fall Program/Annual Business Meeting.