

READS Executive Board Meeting
February 8, 2007
10:00 am Local Government Center, Concord, NH

President Mayer called the meeting to order at 10:10am. In attendance were Diane Arrato Gavrish, Chris Hague, Steve Viggiano, Amy Thurber, and Lois Freeston.

Claudia asked for a motion to accept the minutes of the December meeting. Chris moved to accept the minutes as corrected, Steve seconded and the motion passed.

President's Report

Claudia attended the NHLA Executive Board meeting and reported that there has been good feedback from the November 2006 NHLA Annual Business Meeting and that Amy Thurber is working on the plans for the 2007 Business Meeting with LGC.

NELA will be presenting Counterpoints June 15 or 20 at Holy Cross. NELS is looking for funding for the New England Library Leadership Symposium. NHLA sent a letter to NEMA requesting to dissolve the agreement to have a joint conference in 2008 and 2009. NEMA has proposed a three-year rotation of holding joint and independent conferences.

Barnes and Noble stores in the Manchester area will be hosting a fundraising opportunity for NH libraries on April 20 and 21.

NHLA website revamping is going well.

The NHLC Spring Conference will be held May 17 and 18. READS-TO-GO will be presenting Thursday morning and Friday afternoon.

Vice-President's Report

Chris reported that READS will have a table at the NHLC for no charge, but will have to fill out an application. Claudia will present the application to the READS-TO-GO committee at their next meeting.

Chris handed out a CO-OP schedule list.

Pam Gjetton, chair of programming committee will be responsible for READS materials getting to the spring round tables.

Chris, representing the programming committee, asked the board to support purchasing carbonless evaluation forms to be used at all READS programs. The board discussed the request including the cost of the forms and the reasons for changing to carbonless forms, including the idea that carbonless forms would allow both the programming committee and the presenters to have copies of the evaluations. Chris made the motion to spend up to \$70.00 to purchase carbonless forms, Diane seconded and the motion passed.

Treasurer's Report

There was no formal report. Lois reported that there was \$5194.90 in the check register as of 2/07. Diane submitted a receipt for a gift to the Leonardi family.

Committee Reports

Membership -- Steve reported that LGC would create mailing labels free of charge. Claudia asked Steve to send information on how to join READS to Steve Butzel for addition to the NHLA website.

Nominating Committee -- Report tabled

Public Relations Committee -- Diane reported that Celina would be willing to help with interviews. Diane will be meeting with Celina and Maria to make a plan to keep public relations running smoothly. Diane has been keeping up with the website, making sure the information is current. Diane would like to

prioritize the list of tasks for 2007 in hopes of keeping the 20th anniversary celebration from becoming an overwhelming project. Diane also reported that the dates for the NH Advisory Board are 3/19 in Portsmouth, 5/11, 9/14 and 11/9

Programming Committee -- Claudia and Chris reported that the committee has had one test run of the game and it went well. The game will encourage attendants to discuss morale-boosting suggestions. Attendants will play as teams and will use personal experiences to play. Moderators will track game comments and bring players together at the end of the game to discuss questions that come up during play. Final run through of the game will be Thursday, March 22, 1pm at the LGC. The executive board is invited to take part. Chris reported that she has seen a copy of the flyer and asked the programming committee to make sure that the flyer points out that the round tables will be not just a game, but an opportunity for networking and sharing of ideas. Chris will follow up with the flyer and LGC will mail the flyer. The Executive Board ask for the flyer and the announcement to be put on the website. Diane offered to send a mass email to the members as well.

Old Business

Executive Handbook – Claudia ask board members to bring draft of appropriate section to the April meeting

READS Award Application – discussion tabled until April

NHLA Newsletter – deadline is 2/12. Amy will write article to include announcement of 20th anniversary, READS-TO-GO, and Round tables.

New Business

Claudia asked board to check READ section of website for updates for the April meeting.

Diane will look into the creation of a 20th Anniversary banner

Amy and Claudia gave an update of the READS-TO-GO project. The creation of the bags will cost \$1080.00, the purchase of books for two kits sponsored by READS to be raffled off at the NHLC will cost, \$480.00, and the creation of the graphic will cost \$800.00. The committee is still working on a collection development policy. Chris recommended that an application for title approval be created for those libraries that want to create a bag that is not currently on the title list. Discussion also included the idea of helping libraries create book bags that would not be labeled as READS-TO-GO. There was also discussion of

having a postcard sent to all libraries to announce the launch of the program and the addition of a sample news release to the information given to the participating libraries. Amy also suggested purchasing personalized M&Ms for the conference, she will investigate pricing. Amy made a motion to spend \$2360.00 on the READS-TO-GO program. Chris seconded and the motion passed.

Claudia suggested that the READS budget year follow that of the NHLA to make the process easier for the treasurers.

The board discussed the 20th anniversary celebration, including the idea of an informational brochure, discussion of the archives, and the creation of a laminated bookmark and/or brochure. Diane will ask PR committee to begin work on these ideas.

Lois asked the board if it would be possible to add the READS brochure into the NHLA membership letter.

Meeting adjourned at 12:00pm

Respectfully submitted, Amy Thurber, Secretary

ACTION LIST

DIANE

- Ask Steve B. to add banner to website
- Send photos to Steve B.
- Meet with Celina and Maria about brochure/bookmark
- Put out all points bulletin for banner

CHRIS

- Contact Victoria about Round Table Brochure
- Contact Pam G. with info about approval for evaluations
- Get estimate from PIP for RTG poster
- Write VP job description
- Review website

AMY

- Minutes
- Make changes to DEC/NOV minutes and send to Steve B.
- NHLA newsletter article
- Send Oct. Business Mtg. minutes to Steve B.
- Check on M&M pricing

STEVE

- Put how to join information on website
- Follow up with Marilyn B. on new member's list.
- Contact Lois with membership findings
- Write membership chair job description

LOIS

- Create treasurer procedures
- Send reimbursement to Diane
- Application for award updates
- Work with Steve V. on membership

CLAUDIA

- Forward award information to Diane
- Work with Amy on newsletter
- Report to RTG vote decision
- Order RTG bags