

READS Executive Board Meeting (DRAFT)  
November 28, 2007  
10:00 am Local Government Center, Concord, NH

President Mayer called the meeting to order at 10:05 am. In attendance were Chris Hague, Steve Viggiano, Sarah Leonardi, Lois Freeston, Diane Arrato Gavrish, Diane Mayr, and Claudia Mayer. The Draft of the minutes of the Annual Business Meeting were read and corrections were proposed.

### **President's Report**

Claudia made the board aware of the changes in the services the Local Government Center will be able to offer us. We will still be able to use the LGC for meetings and programs, they will provide labels, and will continue to be a van stop. READS will once again be responsible for all mailings and creation of flyers and brochures.

The programs for the Spring NHLA Conference in 2008 that will be hosted by READS will be: Steve Butzel presenting his ILL database, Adult Summer Reading Programs with Diane Arrato Gavrish, Verbal Judo, and Green Libraries. The board also discussed manning a table in the vendor hall to include the Award of Excellence materials.

Claudia asked Executive Board members to let her know what days work for the 2008 meetings. NHLA has voted to meet 4 times/year. Sections are being asked to submit the reports to the NHLA secretary prior to the meeting to streamline meeting day. Claudia suggested that READS may want to follow suit, leaving more time at each meeting to discuss the actual reports.

### **Vice President's Report**

As President, Chris would like to continue working toward streamlining communication with the programming committee.

The Fall Conference made a profit.

There was positive feedback from the attendees, although there were some concerns with the length of the final program.

The Verbal Judo program for the NHLA Spring Conference will cost \$200.00. Chris will contact Mr. Quigley to discuss the time needs for the program. The green libraries program will be titled: High Performance Buildings: Why GO Green? This panel will include Mary Ann List of the Portsmouth Public Library, someone from the Department of Environmental Services, and someone from Clean Air, Good Planet. Chris asked the board if they thought we might also want a building consultant on the panel. After discussion, the Board decided that three panel members will have enough information to cover within the time limit. Chris also asked the Board to ask their staffs what questions they might like answered by the panel.

Claudia mentioned that we have budgeted \$400.00 for speakers in the 2008 budget. Diane made a motion to spend \$200, plus mileage and conference fees, to hire Bill Quigley to offer the Verbal Judo program at the 2008 NHLA Spring Conference. Sarah seconded and the motion passed.

### **Treasurer's Report**

Lois submitted the treasurer's report.

Sarah asked Lois if she had met with all section treasurers to streamline the process.

Lois mentioned that the bill for the Fall Conference food has not arrived. Chris will check with Pam Gjetum.

### **Old Business**

The web site is not finished. John Kinnerman, Sandwich Library has shown interest in working on the READS website. Claudia will check with him and Steve Butzel. There was discussion about having a Web Coordinator be part of the PR Committee. Sarah suggested that the position should be in the handbook and have an appointment period. Material still missing from the site includes mission statement, updated organizational chart, job descriptions, membership of

committees, some minutes, wrap-ups for the Round tables, Spring Conference, and Fall Conference, and new award winner.

Chris will collect possible mission statement changes, email them to the Board and it will be discussed at the next meeting.

### **Committees**

#### **Nominating:**

No report. Sarah will check with LGC about ballots and have any sent to Amy. Amy was asked to send ballot count to Executive Board.

#### **Award:**

Ellen Knowlton sent a card of thanks to the board. Sarah passed on the Award committee binder to Claudia.

#### **Membership:**

Steve reported that a letter will be going out reminding members that it is time to renew their membership. Steve will also be sending a letter to NHLA members who are not CHILIS members to try and encourage more people to join.

#### **Programming:**

No report.

#### **Public Relations:**

Diane reported that the committee put a lot of energy into the Fall Conference and felt that it went well. She will be contacting a potential new committee member from the Nashua library. Diane also attended the State Library Advisory Board Meeting and reported on READS. It was suggested that the Award Committee take over the publicity of the award winners. Claudia asked Diane to bring a supply tally to the December meeting.

#### **READS-TO-GO:**

Diane Mayr reported that there are currently 34 READS-TO-GO bags in circulation and a 35<sup>th</sup> bag in the works. Claudia and Arlene will be updating the READS-TO-GO website. Diane asked for a budget clarification.

### **New Business**

The board spent time discussing the past year including accomplishments and projects still to complete.

Chris stated that a lot was accomplished including bringing programming up to a higher level, improving the website, and the incredible feat of creating READS-TO-GO.

The board discussed having the handbook continue as a goal for 2008. Creating different levels of handbook information and having committees create procedural manuals was also discussed.

#### **Fall Conference Dates**

Claudia will contact Janet Angus, URBANS, to see if it is possible to keep the conference on the fourth Friday of October. Claudia also asked the Board to create a yearlong READS calendar of events.

Thank yous were given to Sarah for her part in revamping READS and for her time as President. Diane was also thanked for her 10 years of service, and Amy was thanked for her time as secretary.

Meeting adjourned 12:15.

Respectfully submitted,

Amy Thurber,  
READS Secretary