

READS EXECUTIVE BOARD MEETING

MONDAY, DECEMBER 17 – 10 AM

MANCHESTER CITY LIBRARY, MANCHESTER, NH

In attendance were : Chris Hague, Claudia Mayer, Amy LaPoint, Diane Mayr, Lois Freeston, Victoria Lang, Steve Viggiano, and Diane Arrato Gavrish. The meeting was called to order by President Chris Hague at 10:15 am. The minutes were reviewed and one change was made to the spelling of Jon Kinnaman's name and the library from which he comes, which is the Nichols Memorial Library in Center Harbor. Claudia moved to accept the minutes with the amendment and this was approved by consensus.

President's Report

Chris reported that the NHLA board meets on Tuesday, Dec 18 and she will have a report for the Exec Board at our next meeting. The NHLA conference was discussed. READS will be sponsoring four programs, one on ILL, one on verbal judo, one on summer reading for adults and another on green libraries. It was reported that the Hillstown Cooperative will be sponsoring the featured speaker for \$1000. The conference will be held at the Grappone Center in Concord on May 21 and 22, 2008.

Chris introduced Victoria Lang from the Meredith Library who chairs the Programming Committee.

Chris explained that Claudia will be working on sorting the bins of material from the READS archives and that they will be passed on to her as soon as they are available. Chris thanked Claudia for her dedicated service to READS throughout her time as President. Names, emails and phone numbers were collected in the event of a meeting cancellation – Chris will take care of notifying Board members of any changes.

Treasurer's Report

Lois announced that not much had happened with the monies since the last meeting. Reports were available for new members to peruse. She is working on making sure all the bills have been paid for the LGC.

Membership

Steve reported that the annual letter had gone out to current READS members and that 100 other letters were also sent to "possible" READS members. These letters were mailed. Discussion took place about the benefits of using the US Mail versus the van delivery for these letters and also for renewal notifications.

It is our hope that READS members will be able to find information on the organization in a timely and easy fashion thru the website and/or the blog. One possibility would be to poll current members to find out how they get their info on READS currently. This would help us create better communication.

Nominating Committee

The Board will ask Sarah L. to report at the February meeting about a time frame for us to use before the summer .

Publicity/PR

Public Relations also needs a written time frame that can be used for information to get out to the members. All of this will be listed in the handbook when it is ready. Diane should be given this info when it is available so she can forward it to the webmaster.

Diane contacted Linda Taggart from Nashua Public Library who had expressed interest in helping out with this committee. She will keep in touch with her to bring her into the committee. Diane is going to do inventory of the READS materials so that we will be ready for the spring conference. She is also going to send out her annual holiday greeting to the library community on behalf of READS. She will be sending the Publicity about Ellen's READS award to the various library associations.

Programming Committee

Victoria Lang represented the committee and said that they would be meeting in January to work on upcoming projects. She is working with Pam Gjettum to make sure all bills are paid for the fall conference at the LGC.

Victoria was asked who would go to the Exec Bd meetings as a representative of the Programming Committee. The Roundtables are scheduled for the last weekend in March. The Secretary should get the minutes of the Programming Committee so these can be included in the Exec Bd minutes. The group can always ask for assistance whenever they might need it from the Board.

Claudia emailed Janet Angus to check as to whether or not the last Friday in October will interfere with the Urbans meeting. This date has proven to be a good one for the Annual READS meeting and program and it is hoped that the Urbans group would attend and make this their October meeting.

READS TO GO

Diane Mayr reported that there must be guidelines for this project. It is estimated that there will be approximately 5 bags added annually. Hillstown Coop is considering adding a title to the

program. The web content will be taken care of by Arlene Latorneau. The committee is meeting today to go over the website and consider revitalizing it.

READS Website update

The READS website will be kept up by Jon Kinneman . We will all be assigned specific jobs and will be asked to fill in any holes in the material available on the website. The mission statement still needs to be put up. Currently the history and the organizational chart and job descriptions are on the website. Everyone should take a look at the site; Chris will email us about what needs to be done and we will be sure to have a protocol for how material will be added and to whom it should be sent for inclusion. Draft minutes should be sent to Jon to be posted.

Additional things to be put on the website include the wrap-ups of conferences and roundtables (would someone on the program committee want to be responsible for this?), awards info and a bio of Ellen Knowlton, the READS calendar once our dates are set. Past programs should also appear on the site. For the next meeting everyone should think about the mission statement and look at the website.

Victoria will look at old programming info. It would be good to keep track of programs that have taken place and list them on the website, as well.

The RTG group will meet in mid-Jan to work on the website.

Old Business

The Local Government Center will no longer print our brochures, handouts, etc. but we will be able to meet there and they will still print our labels. They will continue to help NHLA with membership info and labels.

Librarians are encouraged to use nhlibrarians.org to get the most correct and up to date info on READS and NHLA. We will make an effort to add our website info on our notepads, stationary, and in the headings of our emails. This was Amy LaPoint's suggestion. The group will also look into better publicity for book clubs that might not know about the RTG program.

Suggestions were things such as posters and book mark strips, etc. We should be able to print our own strips. It was also suggested that we bring a laptop to the LGC meetings so we can look at the website first than to keep up with what is working and what is not.

New Business

The website is our top priority. There must be ease of accessibility. Recruitment is also an important aspect of READS. A tea, or some social function with some type of drink would be good to try. It would be good to have a link to a real person and ways for interested librarians to get involved. Frequently asked questions would be helpful. Ask customers to bookmark this

site. It would be good to use tags and metatags so that people could reach us easily. There should be as much content as possible. There should not be empty space but rather something saying “under construction”.

Another important goal is the READS handbook. It has been started and should be worked on throughout the year. John will help us get this online when it is ready.

Communication is another very important goal. It is important that we communicate well within the Board and with the various committees. Having the minutes available from the committees will help the Board as well as the minutes from the Executive Board’s meetings helping the committees.

It will be imperative to have our brochure/handbook available wherever we are, at conferences, at our tea, etc. Board members were asked to come up with ideas for the brochure for the next meeting. Even a content outline would be helpful for the next meeting.

Individuals should send out a paragraph of your job duties and descriptions like the one Amy emailed recently. When you make any revisions you should be sure to say where these changes should go in your paragraph.

There should be a flow chart, executive board job descriptions and committee info. These will be sent out so that changes can be made in red and resubmitted.

Discussion took place about when to have our meetings at the end of the year. Conversation took place as to whether we should combine the “old” and the “new” board members at one meeting in Nov

In conclusion, the major points to be worked on for READS in 2008 are :

- Looking at the Board and committee job descriptions
- Creating our brochure
- Working on our Mission Statement
- Creating an easy and quick way to get material on the website or blog or email
- Getting READS –TO-GO fully on the website
- Having an accessible link for READS from the NHLA website
- Being sure to send individual committee reports to Chris ahead of time for perusal before Exec Bd

- Meetings and helping Victoria create a history of READS programs.

Respectfully submitted,

Diane Arrato Gavrish