

## **MINUTES FOR THE “READS-TO-GO” STEERING COMMITTEE**

Monday, October 23, 2006, 10:00 AM  
Local Government Center, Concord, NH

In attendance: Amy Thurber (co-chair), Claudia Mayer (co-chair), Sondra VanderPloeg, Amy Friedman, Diane Mayr, Gail Zachariah, Tricia Quinn, and Diane Gilson.

Minutes of the September meeting were read and accepted.

### **OLD BUSINESS**

Amy T. distributed the surveys from the READS workshop and the results were briefly discussed.

Claudia presented the sample bags from Janeway and it was decided that the medium size was the most practical. Claudia will request prices from them.

Amy T. reported that Donna Gilbreth was willing to allow the book kits to travel via NHSL van as long as the loaning and borrowing libraries are a van stop.

Diane G. reported that Mary Russell was willing to list the kits on the NHUPAC with some restrictions. The committee would need an HSA code and someone would need to sign the protocol agreement. Mary was also concerned that the holding libraries would need to maintain separate reserve lists. Gail stated that this process seemed cumbersome, and Diane M. asked who would be responsible for signing the agreement once an oversight committee was established. It was decided that the holding libraries could take responsibility for the bags under their individual protocol agreements, negating the need for READS to have an HSA code or sign an agreement.

Sondra reported that READS will not qualify for some of the Humanities grants due to the fact that kits will be checked out to private book groups as well as public libraries. She mentioned the possibility of a grant from Verizon. Amy F. mentioned that Wal-Mart has given out grants to some libraries for literacy projects. Sondra will look into this possibility.

## **NEW BUSINESS**

Claudia distributed hand-outs on selection criteria which was the agenda for the meeting. After much discussion, it became apparent that a protocol for the circulation of the kits was needed before proceeding. The previous agenda of selection criteria was tabled until the next meeting, and discussion ensued regarding a protocol. The following decisions were made:

The borrowing period will be 8 weeks.

There will be no splitting of the kits' contents.

There will be no reserves taken on the kits.

There will be no renewals on the kits.

There will be a limit of 2 kits per borrower.

The borrower will be responsible for replacing lost/damaged materials within 30 days of the due date.

There was a vote to leave the audio format out of the kits for the time being in spite of the survey results. This is due to the cost and the difficulties of replacing single missing tapes/CDs. The kits will contain 14 regular print paperbacks and one large print hard or softcover for a total of 15 units/kit.

A suggestion was made that groups sponsoring a kit could have a permanent label/gift tag affixed to the bag. It was agreed that this might make sponsorship more attractive. It was also recommended that posters promoting the kits should be distributed to libraries on the van route and possibly to bookstores as well.

## **ACTION LIST**

Claudia will get prices on the medium sized bags.

Sondra will look into the Verizon and Wal-Mart grants.

Diane will speak to NHAIS services about getting separate records for the kits on NHUPAC and getting a separate call# for them.

All members were asked to edit the criteria list for the next meeting.

Next meeting is planned for Monday, November 13, 10:00 AM, same location.

Respectfully submitted,

Diane Gilson