

Minutes for the Reads-To-Go Steering Committee
Monday, January 22, 2007 10 – 12
Local Government Center, Concord, NH

Present: Amy Thurber (co-chair), Claudia Mayer (co-chair), Sondra VanderPloeg, Diane Mayr, Sara Basbas, Amy Fiedman, Tricia Ryden

Grant update: Sondra informed the committee that we did not receive the Verizon grant because our program is not focused on actual literacy. Amy T. found out that Target's grant application will be up on its website in a month or so. Because Sondra does not leave near any of the big stores like Target, Wal-Mart, Barnes & Noble, etc, she will email the grant request information to the committee and we can divide up the grant requesting based on who has proximity to which store. Amy F. indicated that she has easy access to many of those stores and would be willing to look into grants. It was decided that any sponsorship recognition will go in the informational brochures. The question arose of whether we can use a grant to pay back a loan from READS.

Library Solicitation: It was agreed to have a 2 pronged approach to soliciting support from other libraries: a general NHAIS email explaining the status of the program and asking for libraries to volunteer to do the first 5 bags, and a letter specifically targeting those libraries who had already expressed in the fall program survey. Diane M. volunteered to do the email and the letter. Amy T. agreed to be the contact person for the individual libraries and will assign the books.

READS Exec Committee Budget Request: Claudia will ask the READS Exec committee for money for 50 bags plus 5 kits: \$1080 for bags, \$1200 for paperbacks, \$800 for graphics

Processing/Dummy Kit: Diane M. presented the processing info. It was agreed that in order to work through the kinks of processing, etc., the RTG steering committee will put together a dummy kit at the next meeting.

May Conference Update: Claudia sent the application for a Reads-to-Go program at the May NHLA conference.

Discussion Questions & Author Bios: Sara presented the author biographies. Amy F. offered to include author bios at the top of the sheet with the discussion questions. These sheets, and any others provided in the kits, will be laminated.

Protocol: Tricia presented the protocol for circulation of the kits. Sondra agreed to email the ILL NHAIS list-serve for any feedback on protocol.

Annotated List of Books: Sondra presented the annotated list of books. It was decided that these will be available on the website only.

Informational Brochures: Claudia received permission from Canton PL to use their brochure information. Amy T. presented a draft of the brochure aimed at the book groups that will use the kits. We will all email Amy with suggestions/feedback. Amy will also work on a brochure aimed at libraries.

Graphic Support: Claudia presented some possible logo designs done by their in-house graphic designer. The committee gave feedback. Claudia will ask for a flat fee estimate for designing a logo, bookmark, postcard and PDF poster. The steering committee will provide text content.

ACTIONS:

Diane M: email and letter solicitations.

Sondra: send grant applications to the committee, send out ILL email for feedback on protocol, email Mary Russell about the form for putting kits in NHU-PAC.

Claudia: will ask Exec Board for money, will see if MPL will sponsor a dummy bag, will talk to logo designer, will bring the resource list to the next meeting.

Amy F. will apply for grants, will put bios/question sheet together.

Sarah: will do general discussion questions, will email list of possible grants to Amy F.

Amy T.: will work on the second brochure, and the first one after receiving committee input.

Tricia: will do the minutes

The next meeting was set for **Monday, February 12, 10 – 12 at LGC.**

Respectfully submitted,

Tricia Ryden