

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

Monday, March 26, 2007 10:00 AM
Local Government Center, Concord, NH

In attendance: Amy Thurber (co-chair), Sondra VanderPloeg, Diane Mayr, Amy Friedman, Tricia Ryden, Sara Basbas, and Diane Gilson.

Minutes of February meeting read and accepted.

Hand-outs distributed: Sign-up sheet, processing protocol, creation application, flyer for library distribution, book plates, van slip, presentation outline and ideas.

Luggage tags: Due to the cost, it was decided that tags for each kit would not be feasible. It was decided to allow the hosting library to create a 3”x5” tag out of any material and laminate or otherwise strengthen the tag before adding their system barcode.

Van slip: Sondra suggested adding a space for HSA codes. After discussion, it was decided not to provide a READS van slip, as most libraries have their own adequate designs.

Bags: The bags for the kits have been ordered and are in production.

Processing: There was a discussion regarding the chronology of the cataloging. Sondra reported that Mary Russell wants to receive the processed kits prior to their entry into the host library’s system. She also wishes to approve the final processing instructions before they are distributed to host libraries. Diane M. stated that a contact name for processing will need to be decided before finalizing. Diane G. offered to be the contact, pending approval of her director. Amy T. asked that the decision be postponed until the entire committee was present.

Book plate: Amy T. felt that the plates should be pre-made (self-stick) and distributed with the rest of the processing materials, as opposed to printing from the website. The vote was for design #3, only in black to reduce printing costs. The initial order will be for 1,000 plates.

Website: Amy T. reported that it is feasible to search for the kits on the READS site, as long as there were not too many fields to the record. Amy F. suggested that the search fields be limited to fiction and non-fiction. Discussion was shelved for another meeting.

Printing: It was decided to print 500 of the library brochures in time for the conference, 50 of the annotations, but keep them to one page and the bag creation application for hand-outs as well. The following documents will be in the kits **and** on the website: Creation application (also in library folders), discussion guides, and sign-out sheets. (All to have corrected logo.) It was noted that it would be necessary to obtain costs for the posters. Amy T. mentioned that the government center was willing to make copies.

Conference: READS-to-go is scheduled for a one-hour presentation on both days. Availability as follows: Thursday: Amy F., Diane G. Friday: Tricia R., Sara. Both days: Sondra, Diane M., Claudia, Amy T. Gail's plans unknown at this time. The vendor table will only need to be staffed during the official vendor blocks. Committee members will wear buttons to encourage discussion about the program. There was discussion about the presentation ideas forwarded by Claudia. Amy F. suggested pre-recording the song Claudia suggested. A game show format was worked out and will be fleshed out at next meeting. It will be necessary to assemble some bags in time for the conference.

ACTION LIST

Amy T. to finalize brochures (logo, clip art, etc)

Sondra to finish annotations and sign-up sheet.

Amy F. to work on entertainment and buttons for conference.

Claudia to get the logo on all documents and get delivery date for bags.

Diane G. to develop "top 10 reasons" and send to Tricia R.

Diane M. to update processing info (less contact to be determined.)

Next meeting: Monday April 16 10:00 AM Also hold May 7 open for additional meeting, with another possible date added as needed to prepare for conference.

Respectfully submitted,
Diane Gilson