

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

Monday, June 18, 2007, 10 am

Local Government Center, Concord, NH

In attendance: Amy Thurber (co-chair), Claudia Mayer (co-chair), Diane Gilson, Tricia Ryden, and special guest star Mary Russell from the NHSL.

Reads-to-Go Standing Committee:

Members: Diane Mayer has agreed to be the chair of the RTG Standing Committee, and Diane Gilson, Tricia Ryden and Amy Friedman from the Steering Committee are also staying on the Standing Committee (Diane G. will be on a leave of absence until November, so Tricia will take minutes in her absence, then Tricia will be unavailable from November until Jan or Feb. and Diane will take minutes then). Amy T. has a list of new members as well.

Responsibilities:

Title/Bag Assignment: Someone responsible for assigning bag numbers, titles, and sending the bag to the host library.

Bag Assembly: Someone needs to have the actual bags and materials and put them together to go to the library. (same as title/bag assigner?)

“Bag Cop”: Someone to ensure libraries send their bags to Mary to be catalogued.

Webpage Upkeep: Someone responsible for webpage upkeep, including regular blog postings and putting new titles on the website, and continued publicity for the program. Minutes from each meeting will also go on the website.

Document Revision

Brief report for annual meeting

Author bios/discussion questions/annotations/sign-up sheet creation/lamination: Amy F. has agreed to take over doing the author bios/discussion questions (and annotations?), and Tricia is taking over the sign-up sheets for each new bag.

Financing: The standing committee will also need to figure out financing, including funding for supplies, grants, etc. Claudia gave the running of total of what the committee has spent so far: \$2571.22

Generating New Titles/Deselection: The Standing committee needs to generate more titles (it was suggested that the steering committee might want to generate some more titles by email to hand over to the steering committee).

End-user Survey/Evaluation: Diane G. suggested we create annual surveys, one for libraries, one for bookgroups, to get feedback on the process/titles, etc. This could also help with deselection.

Circulation statistics: from participating libraries – can we get from NHU-PAC

Committee Handbook: It was also suggested that we create a handbook for being on the RTG committee that would have job descriptions, responsibilities, etc. for continuity and for those interested in joining the committee. This handbook will be online.

Citations?: Mary R. raised the question of whether we should have a disclaimer/citations for the discussion questions, author bios and annotations on our website. It was agreed that the Standing Committee should consider doing this.

To Do list for Steering Committee:

Amy T. will write FAQs, a welcome statement, and will be bag cop.

Claudia will do a cover letter to go with each bag explaining what to do, and a whole lot more

Diane G. will email past minutes to Tricia and Steve B. to put on the website.

Tricia will email book group guidelines and minutes to Steve B, and will write copy for tabs on website for Libraries and for Bookgroups. She will email a draft to Mary R. and the committee for input before emailing it to Steve B. for website.

Next meeting? TBA

Respectfully submitted,
Tricia Ryden