

READS

REFERENCE AND ADULT SERVICES SECTION

READS Executive Board
Local Government Center

Meeting Minutes Friday September 16, 2016

Present: Emily Weiss, Kersten Matera, Mathew Bose, Kate Thomas, Diane Mayr, Beverly Pietlicki, Myra Emmons

Absent: Nancy Smith Miner, Caitlin Stevens, Katherine Dormody

Call to Order: The meeting was called to order at 10:06.

Approval of Minutes: With a couple minor adjustments to the minutes from the July meeting, Beverly MOVED to approve the minutes, Mat seconded and the MOTION passed.

Treasurer's Report: Mat sent out the Treasurer's Report for this month prior to our meeting and made one correction: \$5 for income from *reimbursement* should have been \$5 from *membership*. The only fee this year was from KitKeeper for \$475 which was the amount we had in our budget. Mat drafted an annual report and requests that we all take a look at it.

EXECUTIVE BOARD REPORTS

President's Report: [not present]

Vice President: Welcome Beverly! Beverly reported that she has met with Nancy and was given some READS materials to help bring her up to speed. Beverly reported that she's ordered name plates for the Fall Conference.

Membership: As of today we have 184 members. Emily is planning on creating a chart to compare membership over the years. Emily reported that she sent an email to members asking for help with the Fall Conference. Kersten will ask Jenn Hosking about Wild Apricot training.

Programming: Everything is in place for next week's Fall Conference.

READS-to-Go: A few new kits have been added.

Past President: Myra drafted an annual report which she emailed to the Board.

The Award Committee has selected the winner for this year's READS Award of Excellence. She will be sending out a letter to the winner and the person who nominated them to make sure they are planning on attending the Fall Conference. READS will pay for the registration fee for the winner and the person

who nominated them. As part of the prize, the winner is entitled to a year's free NHLA/READS membership. Emily is going to be in touch with Jenn Hosking to see if NHLA can grant us this free membership, or if we will need to write NHLA a check to cover the winner's membership.

Conference Committee Liaison: [not present] Emily reported that Caitlin is working on our READS proposals for NHLA and will be sending something to the Board soon.

OLD BUSINESS

Open READS Positions: We still need a Web Coordinator. Myra spoke with Julie Perran who may be interested in the future, but not now – (so we should keep her in mind).

Public Relations – Myra still think that there should be another person to fill this position. This would be a good position to take on the Newsletter we'd like to start sending regularly to members (and also communicate with members regarding materials from the Programming Committee).

Recruiting for the Programming Committee?

The Programming Committee will be losing two of their people after this conference. The Programming Committee has been having problems with having enough people on the committee. About a year ago there were 8 members in this committee. This year there were 4. Meetings have been problematic – there are so few people and the people that are there aren't always able to make the meetings. The current committee members feel there is too much work for them to put in for a volunteer position. Another issue which has been difficult for the committee is the communication challenges. Of particular note is fact that the NHLA and READS conferences are scheduled very close together this year; it may have been a better idea to have a bigger gap between these conferences. Had the Programming Committee known about the date for the NHLA conference, they would have selected a different date for the READS conference.

Emily wondered if members of the Board could also serve as members of the Programming Committee. The board agreed that the Programming Committee should feel free to reach out to the Board for help. Further, we discussed assigning some of the Programming Committee's duties to the Board, e.g. Membership could use Wild Apricot to create Events, the Web Coordinator could post Conference Announcements, etc. to the website, another member of the Board could make catering arrangements (as Mat did this year).

There was discussion about Round Tables and we discussed moving away from Round Tables and, instead, going back to doing a program in the Spring and a program in the Fall. Round Tables are still popular and give people across the state the opportunity to be involved in the bigger NH library picture. For some, Round Tables are more accessible than a conference.

We discussed the idea of a "Round Table To-Go" format. We could draft a bunch of questions and send those out to the Co-ops. With this idea, we'd recruit moderators (from the Co-ops) who are willing to take our conversation-starting questions and materials on a topic and go to a Co-op meeting. With this idea, the Co-op could schedule the Round Table at their convenience. Questions about this idea included: How much involvement would READS have? Would we provide registration? Would we provide refreshments? Would there be a liaison with READS and the Co-op?

We concluded that READS needs to remain in charge of the Round Tables – although the idea of a Round Table To-Go format should still be considered.

Fall Conference

Myra requested that the President's speech this year please include a call for volunteers. Mat will handle the set-up of the rooms. READS Board should arrive at 8:30 to help.

Raffle baskets – Linda Simmons donating a basket; Caitlin and Emily are working on a knitting basket; Nancy is working on 1 or 2 additional baskets. The raffle tickets for these baskets will be priced at \$1 a ticket; 6 tickets for \$5. Trisha will send out a reminder this week about the conference and remind people there will be tickets for raffle baskets available for purchase.

Business meeting – End of year reports that should be turned into Kersten early next week so they can be compiled and sent to members. Nancy is going to introduce speakers and run the business meeting. Trish and Kate will be at the registration table. There will be a KitKeeper table and Kersten will work on a flyer for the Logo contest.

We talked about changing the bylaws to give the President/Board permission to appoint people to the Board instead of having a special election in the case that a Board member resigns. Although we would all like to have this bylaw change voted on, we'll need to try and do this next year, as membership needs to be alerted to a possible bylaw change at least a month in advance of voting on it.

KitKeeper – All of the libraries' data has been entered into KitKeeper. The bill for KitKeeper has been paid. We are going to have a table at the conference with a 3-minute demonstration video on a loop. There will be a laptop of the site so we can demo the software. After things are demoed at the conference – we need to collect libraries' kit schedules and get that into KitKeeper. Mat is going to email Katie from Plymouth Rocket and ask her what the best way is to accomplish that. Perhaps libraries will enter their own information? The KitKeeper team will be in touch with libraries after the Fall Conference to inform all on the next stage.

Mat sent out an email to the NHais list to introduce NH Libraries to KitKeeper. In addition, the announcement about KitKeeper was posted on the NHLA READS site and also the READS-TO-GO site. Our goal is to go-Live with this software some time later this Fall – depending on how long it takes to enter the kit data. Mat would also like to get a feel at the Conference to see if folks have looked at it, and what level of training we are going to need/how familiar people are with it already.

We talked about enhancing the NHUpac records to link to the KitKeeper. Mary Russell was wondering if the state will still be entering these records into NHUpac. Yes, we would like that to continue to be a way for folks to find kit information.

Logo Contest – We will be accepting hand-drawn sketches of logos, as we are encouraging submissions of a logo *idea*. The execution thereof into an electronic file does not need to be perfect. The Board felt that a \$100 gift certificate from Amazon would be a good prize. In addition, we thought it would be a good idea to raffle off the \$25 Common Man gift card to all logo participants.

Program ideas page added to Website – Another page has been added to our website to collect program ideas. It's modeled off of the NHLA YALS's program page, where librarians fill out a form with program information and the Web Coordinator converts it to a pdf and posts it to the YALS website. We at READS can do that now too. Nancy will be working to promote this page.

Newsletter – Kate would be happy to be responsible for the Newsletter if she were no longer on the Programming Committee.

NEW BUSINESS

No new business

Adjourn: Diane MOVED to adjourn the meeting, Emily seconded. The MOTION passed. The meeting was adjourned the meeting at 11:49.

Next READS Executive Board meeting: November 18, 2016 at 10AM.

Respectfully submitted,

Kersten Matera
READS Secretary