



READS Executive Board
Meeting place: Local Government Center

Meeting Minutes
Friday, November 18, 2016

Present: Emily Weiss, Kersten Matera, Mathew Bose, Nancy Miner Smith, Diane Mayr, Myra Emmons, Beverly Pietlicki

Absent: Kate Thomas, Caitlin Stevens

Call to Order: Nancy called the meeting to order at 10:05

Approval of Minutes: Nancy MOVED to accept minutes Mat seconded. MOTION passed.

Treasurer's Report: Mat talked about taking in income from the Fall Program (almost \$3,000). So far we have a net income of about \$1200. In the past we have given a donation to the conference facility. Nancy moved to donate \$200 to the Hooksett Public Library for using their space for our Fall Program, Myra seconded. MOTION passed.

We only budgeted \$600 this year for the conference, but Mat thinks that going forward we should think about increasing that. The catering was \$1400, for example. The total we spent this year was \$1525. If we bump it up in our next budget to \$1750/\$2000 that might help the Programming Committee to feel more supported (especially when making catering decisions).

We are getting close to spending our full budget for this year. We presently don't need any more READS-To-Go bags, but we will need them in the next 6 months. We are going to plan for this expense in next year's budget. After this year we'll need to think about how to fund KitKeeper so that it doesn't draw on our savings. It's \$475 this year, but it's different every year.

Mat will look into paying NHLA for the membership for the Award of Excellence recipient.

EXECUTIVE BOARD REPORTS

President's Report: Regarding recruiting, Nancy may have recruited Scott Campbell for the PR/Marketing. Emily also has a potential candidate. Kate Thomas and Patricia Quinn are leaving the Programming Committee. This leaves two people on the Committee. There was a suggestion about asking Eileen Gilbert. The decision was made to send flowers to Patricia for her many years of service to the Programming Committee. Mat is going to work on that.

Vice President: Beverly talked about the NHLA conference. The NHLA and READS conference were scheduled very close to each other this year which made it hard for people to attend both. She suggested using some of the topics from the NHLA conference for Round Table topics.

Membership: We currently have 187 members. Membership renewal is coming up and Emily will send a letter to members about renewing. We've had a bit of a downward trend lately. Emily will work on reaching out to new librarians. This is also where the PR committee would come handy. Emily will consider contacting Bobbie/get into the back end of that library directory interface to get a list of librarians that work in Reference and Adult Services. Emily also submitted a list of people who said they would be willing to serve/help on the READS board when they signed up to membership.

Programming: Vacant

READS-to-Go: 165th kit assignment. 159 kits are in NHUpac. State library will continue adding them into NHUpac. Kits aren't available until they are in NHUpac. Libraries which acquire new kits will also need to talk to KitKeeper to get their holdings into KitKeeper. The local library gets the kit ready and then sends the physical kit it to Mary Russell to enter into NHUpac. In a year's time, there are maybe a dozen kits added. Diane will talk to READS-To-Go committee about notifying KitKeeper/Mat so the information can be put into KitKeeper.

Talked about retiring the old kits -- we don't usually weed kits as long as a library has room for the kit.

Past President: Sincere congratulations to Karen Frey of Nesmith Library in Windham, who was recognized at the fall READS Conference as the 2016 Award of Excellence winner. This year we completely filled the Award plaque, so as we move forward into the new year, we will need to purchase a new plaque and decide where the original should reside permanently!

Conference Committee Liaison: Absent

OLD BUSINESS

KitKeeper update: We launched on time - there have been about 40 kits reserved. Now we should be able to gather statistic on how well the kits circulate.

Myra asked if there is a way to look at your reservations - can you also check the circulation history of a kit - and the reservations going forward/reservations you made? Mat will look into that and post it as a FAQ. In NHUpac a link which points to KitKeeper has been added into all the READS-To-Go records. Mary Russell asked that we put something on the READS-To-Go site that kits are discoverable through NHUpac (this information is already on the website).

Using KitKeeper to keep track of all the kits in NH is new for KitKeeper and more complex than their other clients. Kits are hosted at a large number of different libraries. Right now the KitKeeper team is working with an issue of satellite library pickup - which can be confusing. KitKeeper team will be posting updates and responding to messages on both NHAIS-L and NHAIS-ILL.

Martha and Brianna have put in a lot of work on this project. It's helpful that they are all in the same library. Beverly had questions about KitKeeper and this was an example of what people are still ambiguous about. The Board talked about going around to different Co-op meetings to present information about KitKeeper. We can each think about what Co-op we can go to and at the next

meeting we can talk about dividing that up. We talked about creating informative flyers for the directors of each library. We may need to do more training on KitKeeper.

We thought about making a training video instead of going out to train. Mat will reach out to Goffstown to see if they can help with the training video. After one year of using KitKeeper, we'll evaluate and see if it's working for us. We need to also make sure that only librarians are the service.

Logo update: Kersten brought the four entries we have for the logo contest. Nancy will contact the NHIA to see if students from their Illustration undergraduate studies would like to design. Betsy Holmes (director at Teti at NHIA) may have more information about the NHLA logo which was created by NHIA.

Facebook: We, as READS, do not have our own Facebook page, however NHLA does. There has been about one post per month on the NHLA Facebook page since last winter. Rather than create a new page just for READS, it would be easier to use the NHLA page and get someone from READS to actively maintain and post to it. We talked about communicating with members through email vs. Facebook. Emily talked about email being a place to be for information dissemination. We talked about using multiple channels to disseminate information (email, Facebook, etc.) We are going to waiting for the PR person to weigh in on this and strategize on how to help stir up interest.

Public Relations chair: (vacant?)

Newsletter/Facebook/Website coordinator: (vacant)

NEW BUSINESS

Guidelines for speakers at Conferences: Would it be appropriate to give speakers guidelines to make sure that material is presented within the allotted time. Does this depend on the topic? --- The tech topic at the READS program had the potential to be a program which could fill an entire afternoon. Maybe we need to narrow down the topic? Could we have the Program Committee focus on what needs to be presented, or, when necessary, make some topics into ½ day programs?

Do we plan too much? - Do we not allow time for discussion? Nancy felt like she was cutting speakers off at the Fall Conference. Do we need to give our speakers more focused topic? Related to topics of interest and programming, Myra would love to be at a demonstration and hands-on training for e.g. making a video. Mat talked about enjoying Ignite/Lightning sessions. Nancy is happy to write up guidelines for speakers.

Programming Committee: The board should consider taking more of an active role in being part of the Programming Committee. We definitely need a bigger committee and need to actively recruit people for this committee -- maybe make it a Co-Chair position? Myra has some staff who have expressed an interest too. Once the Programming Committee schedules their first meeting, it would be helpful if any members of the Executive Board would attend. Nancy is planning on attending the first meeting. Sandy Whipple may also be interested in joining. Nancy will get a chair/co-chair and then start contacting potential committee members.

We talked about each of us approaching one person and asking them to get involved. Kersten will see what information she can get about NELS graduates.

Round Tables: We need to be get in touch with Co-ops for Round Tables soon. Kersten will research the Co-ops and send the Board information on them/when they meet/who the contact person is.

Maybe people who are attending the Round Tables could make suggestions for ideas for the Fall Conference. It would be a good idea to follow up Round Tables with a survey/5-minute question period. Myra talked about brainstorming sessions being beneficial to her library - could we do something like that at a Round Table?

Diane is wondering if doing the Round Tables of too much. We are going to see what the Programming Committee feels about the Round Tables at our next meeting in January.

Bylaw changes: We wanted to make bylaw changes this year, but we didn't realize how much notification needs to be given to members before voting on changes. We talked about the changes that were made in the past and how we want to undo them because we all agree that a PR person would be valuable. Nancy passed around a draft of bylaw changes. The Board would like to have the Public Relations Committee reinstated.

The next bylaw change we are considering is in regards to the Special Election we had to have to elect a new Vice President after Rebecca left and Nancy stepped into the role of president. We are hoping to give the Board the power to appoint somebody.

We'll need to get this out to the membership 60/90 days before the annual meeting. Beverly is going to work out disseminating this information to members in February/March (which will ensure that most of our members have renewed by then).

Scheduling NHLA/READS: NHLA is aware that NHLA & READS conferences should not be scheduled so close together.

Adjourn: Nancy MOVED to adjourn the meeting, Myra seconded. MOTION passed. The meeting was adjourned the meeting at 11:48am.

Next READS Executive Board meeting: January 13 at 10:00.

Respectfully submitted,

Kersten Matera
READS Secretary