

DRAFT
READS Executive Board
Local Government Center
Profile Room
Friday, June 17, 2011

Present: Pat Fickett, Linda Taggart, Deann Hunter, Diane Mayr, Myra Emmons, Lori Fisher, Erin Apostolos, Caitlin Stevens, Emily Weiss, Mary Cronin

Absent: none

Call to Order: Pat Fickett called the meeting to order at 10:04 am.

A MOTION was made by Linda Taggart to approve the minutes of the April 22, 2011 meeting with no corrections. MOTION PASSED.

Treasurer's Report: Deann Hunter

Deann reported that she has received all of the bills for the Spring Roundtables; total expense was \$414.45, more than was budgeted. Deann recommended that refreshments costs be scaled back in the future. Deann paid the \$300 deposit to the Grappone Center for the fall conference. Deann said that overall, the budget is right on track. Deann confirmed that READS' fiscal year starts on July 1.

President's Report: Pat Fickett

Pat had little news as the NHLA board meeting will take place next week. She expects that the discussion at that meeting will include the Reads-to-Go proposal for funding for additional READS-to-Go kits and the revisions to the NHLA and sections logos.

Pat mentioned the past month's email discussion among Executive Board members to make a necessary change to the fall conference venue from the Local Government Center to the Grappone Center. Pat noted that having to move the meeting to the larger Grappone Center because of a larger membership and conference attendance is a good thing. Pat gave kudos to everyone who worked on planning and presenting READS programs at the NHLA Spring conference.

Vice President's Report: Myra Emmons

Myra read the proposed amendment to Article IV, section 2 of the READS Bylaws to add provisions for filling a vacancy on the Board. A discussion of when exactly new officers take office resulted in a decision that it take place at the first Executive Board meeting following the annual meeting. Linda Taggart mentioned that section 3 B needs revision as the NHLA Conference liaison position is no longer filled by Vice President/President Elect, but is filled by Caitlin Stevens by appointment. Mary Cronin noted that the ballots with Bylaws change proposals will need to be mailed/sent by August 8.

Publicity Report: Lori Fisher

Lori reported that she ordered new READS notepads. She brought three pen samples for the Board to try out before ordering new pens. Lori reported that the READS table and sessions at the NHLA spring conference got positive feedback.

Lori also serves on the NHSL Advisory Council, which has had sparse attendance at recent meetings, due to, among other reasons, cuts in mileage reimbursements. At the last meeting the new Talking Books Librarian was introduced. Lori recommends that everyone get handout information about the Talking Books program to hand out at their libraries. Lori reports that NHSL is facing serious cuts over the next two years. Lori mentioned that an upcoming House bill regarding library budgets is expected to be about requiring library budgets to be separated from town budgets.

Lori also serves as President-elect of the NHLA, and as Pat mentioned, she noted the new logos will be discussed at the next NHLA meeting. Lori has copies of the new proposed logos and will forward them to this Board and asked that any feedback be given before the next NHLA Board meeting on June 21.

Membership Report: Emily Weiss

READS currently has 199 members, 13 are new since the last meeting. Welcome letters were sent to new members in April. Emily sent board members a test email letter using MailChimp and asked for feedback. Everyone said the format was fine. Emily liked MailChimp's mailing list import made it a good tool to use for membership correspondence. Emily will finish up as Membership Chair at the annual meeting, and is working on finding a replacement, with one potential candidate right now.

Programming Report: Erin Apostolos

Erin submitted the minutes of the READS Programming Committee to Executive Board members prior to today's meeting. The Fall program will be "Collections on the Edge." Erin is nearly set on lining up a keynote speaker. Program will feature keynote, panel discussion and a presentation by Donna Gilbreth on local history resources. Pat Fickett said the program sounds wonderful. Erin said the schedule has the READS annual business meeting at the beginning of the day and the READS award of excellence right after lunch.

Pat asked about the annual business meeting, wondering what reports were read and what reports were submitted in writing. Linda said that generally, each committee chair talks about their committee's goals and accomplishments over the past year and submits a written report for the handout for members. Then, President asks for input from the floor, followed by news or messages from the Board. The business meeting wraps up with introducing new officers and thank yous for outgoing officers.

Erin asked what happened in the past with gift cards for speakers, and what should be done this year as there will be 2 speakers and a panel of 4 to 5. Deann will send Erin info on what has been done in previous years.

A discussion of the READS budget and programming followed, with questions about some of the line items that have not been fully spent in recent years, including Annual Meeting, which is to cover costs for business part of the meeting and elections, and the NHLA line which had been budgeted to cover additional expenses related to READS' involvement in the NHLA Spring Conference. Deann answered several questions about using unspent funds in one line item to cover an overage in another (not a good idea), with the useful clarification that "budgeted" doesn't mean cash is on hand, but related to expected income from membership and program fees. Caitlin Stevens has been advocating as NHLA Conference Liaison that NHLA cover speaker expenses for the NHLA spring conference. Pat noted that READS budget will be discussed further later in the meeting.

Linda asked if Erin had any feedback from NHLA about Erin's idea for an ILL summit. Erin had sent suggestion to NHLA President Mary White, and expects that topic should be on NHLA's board meeting agenda next week.

READS-to-Go Report: Diane Mayr

Diane reported that not much was new. R-T-G is waiting to hear if their proposal for a grant from NHLA for additional R-T-G kits will be supported. Pat congratulated the READS-to-Go committee on the fun program ("Have You Read Any good Books Lately") they presented at the NHLA spring conference in May.

Past President's Report: Linda Taggart

Linda reported that the READS Award of Excellence call for nominations postcards were mailed to library directors and READS members. Three nominations were received by the June 1 deadline.

Linda has added a Nominating Committee description for the READS Handbook and will send to Executive Board members. This year's Nominating Committee will be Linda, Caitlin, Emily and Lori. So far, candidate(s) is/are needed for Vice president/President Elect, there is a likely candidate for Membership Chair, and Mary Cronin will go on the ballot for Secretary again. Publicity will be sent out soon asking for people who may be interested in running for the READS Executive Board.

NHLA Conference Liaison Report: Caitlin Stevens

The READS programs at the NHLA Spring Conference had a great response, evaluations were overwhelmingly positive. Caitlin will bring a proposal to the NHLA Programming Chair about funding for programs. Caitlin reports that finding speakers when honorariums and mileage reimbursement funds are uncertain is difficult. Deann and Diane said that the ways budgeting for conference speakers has been handled has changed over the years. Caitlin felt that removing ambiguities by having NHLA fund its conference would make planning programs much easier. Lori said she would bring suggestions for conference the the NHLA meeting. A discussion of general suggestions about conference scheduling followed.

Old Business: Bylaws change, Fall conference, Award of Excellence; already discussed, see above.

New Business: READS Budget

Deann prepared and distributed a draft budget. Pat asked if increased membership should be reflected in budget. Erin asked if READS programs (Roundtables and fall conference) were breaking even, Deann said often there was a small loss, except for Fall 2010 conference, which saw increased attendance and a profit. The board agreed that there should be a cap on refreshments for future Roundtables programs as different locations had widely different expenses this past spring. Under Programs, "NHLA" line item was changed to "Program Support" so that it may be used for contingency funds for speaker honorariums and other speaker expenses that exceed budget; line will remain at \$400. Emily noted that membership line could be decreased because more members choosing email correspondence means there are fewer mailing expenses. Membership line will be changed to \$100. Lori recommended that Public Relations line remain the same at \$750. The Annual Meeting line item will be reduced to \$200; Mary Cronin reported that with the start of online elections, postage costs are reduced. The Fall Conference line will be raised to \$2,300 to account for additional expense for Grappone Center.

New Business: Another Bylaws Change

Linda Taggart noticed when reviewing Bylaws that there are both Public Relations and Publicity Committees. A discussion resolved that there should be only a Public Relations Committee and a Bylaws change should be made. Myra will draft revision and add to other Bylaws change proposals for ballot.

New Business: READS Award of Excellence

Diane Mayr asked whether READS Award of Excellence should remain an annual award given the time and effort involved compared to the number of nominations. Linda felt it is worth the effort; Pat noted that the library that employs the winner has the added bonus of a great PR/advocacy opportunity. A discussion ended in a decision to keep doing annual award, but doing it better by making it clearer that nominations can come from coworkers or colleagues from another library, not just from supervisors or directors. Award criteria will be announced at annual business meeting, with a reminder that Award is not only for reference librarians, but for the many types of jobs that READS member do. Following the award, publicity about the award winner and the award will be sent out to library publications (*American Libraries*, *Granite State Libraries*), and NH media like NHPR and *Union Leader*.

New Business: Budget again

The READS-to-Go budget will remain the same. Any income that may be received from NHLA for additional Reads-to-Go bags will remain as part of NHLA budget, so there is no need to budget for this in READS budget, especially since it is not certain that proposal will be granted. Mary asked about Fall Conference attendance, whether the board had any feeling about libraries having professional development funds left come fall. Most felt that yes, with the strong program being planned on a timely topic, that librarians will find funds to send staff.

A MOTION was made by Linda Taggart to approve the 2011-12 budget of \$5,375 as amended. All were in favor.

New Business: Pens

Lori asked for feedback from Board on new type of pen for READS, and one was chosen. Pens will have green ink as before.

New Business: READS Handbook

Mary Cronin had sent a revision of the READS Handbook to Executive Board prior to the meeting. Linda had an addition for the handbook to add appointing the Nominating Committee to the President's tasks.

The meeting was adjourned at 12:20 pm after a MOTION by ?

Respectfully submitted,

Mary Cronin
June 20, 2011