

NHLA - Reference and Adult Services Section
READS Executive Board
Local Government Center
Profile Room
Friday, November 16, 2012

Present: Deann Hunter, Lori Fisher, Carol Roberts, Diane Mayr, Katherine Dormody, Myra Emmons, Caitlin Andrews, Kersten Matera, Mary Cronin

Absent: none

Call to Order: Myra Emmons called the meeting to order at 9:38 am.

Introductions: This is the first meeting for new officers, so each introduced herself: Myra Emmons, now Past President; Deann Hunter, reelected as Treasurer; Lori Fisher, Publicity; Carol Roberts, now Chair of Programming; Caitlin Andrews, Conference Liaison; Kersten Matera, Membership; Mary Cronin, Secretary; Diane Mayr, READS-to-Go; Katherine Dormody, newly elected Vice President/President-Elect. [Note: Tara Thomas resigned on October 29, 2012 from her office of Vice President/President-Elect.]

Approval of Minutes: Lori Fisher MOVED to approve minutes of the August 19, 2012 executive board meeting as presented. MOTION passed.

Treasurer's Report: Deann Hunter reported two invoices have been received for the Fall Conference held on October 26, 2012, for supplies. No invoices have been received from Plymouth State University yet. Myra Emmons asked what the income was from the Fall Conference, Deann reported that thought the amount will appear on the next NHLA Treasurer's Report, she did deposit \$4,260.00 in conference fees.

Executive Board Reports

President: Myra Emmons submitted her last President's Report in writing. She thanked everyone for their hard work, saying it was a privilege to work with this group. She welcomed Katherine Dormody to the Executive Board.

Past President: Pat Fickett had submitted her last Past President's report in writing prior to today's meeting. Myra Emmons read this report to the Board. Pat recommended to change the timing of notifying READS Award of Excellence nominees to occur before the brochures and registration forms are sent out, to eliminate the need for refunds. All agreed this was a good idea; Myra will update the READS calendar.

Public Relations: Lori Fisher gave an update on supplies on hand after the Fall Conference. More people took pads this time than pens. She didn't get much feedback on whether having folders for attendees was useful or not. A couple of board members said they were helpful. Lori

posted the news about the Award of Excellence winner, Sophie Smith of the Nashua Public Library, on the READS website.

Membership: Kersten Matera reported there are 207 members. Kersten's written report included a list of the newsletters that went out in 2011-12, and suggested the same schedule be used for 2012-13. Kersten proposed including a survey with the next newsletter. Carol Roberts felt this would be a good way to get suggestions for future programs. Lori suggested using comments from fall conference evaluations to list possible programs in the survey to determine interest; Carol will send Kersten that info. The next newsletter will include preview of next year's programs. Kersten asked the Board to send content for the newsletter 10 days ahead of publication date. She will send reminders. Myra will add the dates for the newsletters to the READS calendar. The first deadline is November 23.

Programming: Erin Apostolos sent her final report as Programming Chair before today's meeting. Carol Roberts will be contacting four coops selected by the Programming Committee to ask them to host the Spring Roundtables, to be held in late March to early April. The committee hopes that by combining efforts with the regional coops, there will be a ready-made audience, and more paraprofessionals will be able to attend. Lori and Myra asked how the coops would be involved in the roundtable, and after a brief discussion, the suggestion was to ask someone from each coop to co-moderate the discussion. The Programming Committee is looking at Keene State College for the 2013 Fall Conference. Myra Emmons recommended Nature's Classroom in Hancock as a possible venue. Diane Mayr proposed a program on how/when to set limits for providing service to go with the theme "How far do you go." Carol reported good feedback about last month's Fall Conference, the major exception was the inadequate number of bathrooms.

READS-To-Go: Diane Mayr reported that the missing READS-to-Go kit has been found. The READS-to-Go committee opted to forego using a contract with libraries that are hosting kits. The committee will try to keep better track of the process of adding kits and coordinating with host libraries. There are now 97 titles assigned. At the Fall Conference, two people volunteered to join the READS-to-Go committee. The main task for committee members is reading.

Conference Committee Liaison: Caitlin Andrews reported that there wasn't much news. Lori Fisher, who is now Past President of the NHLA, reported that two people were interested in putting together a one-day conference for 2013, but one has since dropped out and one has recently changed jobs. The 2014 two-day conference co-chairs are Jen Hinderer and Randy Brough; it will take place around the end of April. Diane Mayr asked about the topic for the 2013 one-day conference; it is still up in the air. Lori would like to see topic, location, and date nailed down before the NHLA membership reminders go out.

Old Business

Mileage reimbursement policy: Myra Emmons will email a draft to the Board for review.

New Business:

Board Schedule for 2013: Myra sent a draft 2013 calendar to board members before today's meeting. She will add the newsletter dates to the schedule. Some dates on the draft are tentative. Board meetings will take place at Local Government Center. NHLA's relationship with LGC as a former affiliate group allows sections to hold executive board meetings at LGC. NHLA has contracted with Cornerstone Management Associates to manage membership lists. Cornerstone does have a conference room available for use if situation with LGC should change. As of now, Cornerstone will be handling renewals and membership lists, not conference registrations. Because rate for service is paid by the hour, communications with Cornerstone will be funnelled through NHLA's membership chair, Jen Hinderer, who will forward monthly membership reports to sections' membership chairs.

Vice President/President-Elect transition: With Tara Thomas' resignation, there is no President for READS. Myra Emmons will stay on as President for 2 more meetings. Katherine Dormody prefers to stay as Vice President as elected. Myra does not want to remain as President for the whole year. NHLA's Constitution, Article 4 D has a provision for filling vacancies: "Vacancies in office shall be filled until the next election by a majority vote of the remaining members of the Executive Board." After a discussion, the decision was made to see if any of the most recent Past Presidents would be willing to take on a one-year term as President. Mary will look in archives and make a list of Past Presidents. Myra will contact the list to see who may be interested. Myra Emmons is willing to be Past President (and Award of Excellence committee chair) for two years.

Contact Information: Mary Cronin will update READS Executive Board contact list.

Paraprofessional Involvement: A discussion about involving paraprofessionals as READS members and in READS programs touched on the following: READS should continue supporting paraprofessionals' professional development through programming; public service programs are a good fit for many paraprofessionals who work at public service desks; paraprofessionals should be represented on panels.

Discussion shifted to types of programming for frontline staff. Ideas were dealing with abusive patrons, i.e., those who are abusive to those accompanying them; knowing when to take action on a judgment call issue; if programs for frontline staff are developed, how best to suggest that a program is for circulation desk staff, not for management. Kersten will work these programming ideas into survey on next newsletter. Lori noted that these topics were broad enough to be good NHLA conference topics.

Lori asked if READS executive board would be willing to take on the task of organizing NHLA's 2013 one-day conference. Caitlin Andrews is willing to lead with help from READS board. Lori can coordinate location and food, and will go with Hooksett Public Library as she did for this past June's Digital Summit. Cornerstone could handle registrations for a fee, NHLA is responsible for Conference costs. Decision was formalized by vote: Kersten Matera MOVED

that READS will coordinate a one-day conference for 2013 on behalf of NHLA. MOTION passed. Lori will forward information to NHLA President for their December meeting's agenda. Katherine Dormody thought handling overdues would be a good topic; everyone was asked to bring more ideas for speakers (and fees) to January's meeting.

Other Business: none

Adjourn: Myra Emmons adjourned the meeting at 11:14 am.

Next READS meeting: January 18, 2013 at 10:00 am.

Respectfully submitted,

Mary Cronin