

NHLA - Reference and Adult Services Section
READS Executive Board
Local Government Center
Profile Room
Friday, February 17, 2012

Present: Erin Apostolos, Caitlin Andrews, Kersten Matera, Deann Hunter, Tara Thomas, Myra Emmons, Pat Fickett, Mary Cronin, Lori Fisher, Diane Mayr

Absent: none

Call to Order: Myra Emmons called the meeting to order at 10:05 am.

Approval of Minutes: Deann Hunter MOVED to accept the minutes of the January 20, 2012 meeting as written. MOTION passed.

Treasurer's Report: Deann Hunter submitted a balance sheet and reported that there has been little change since the January meeting.

President's Report: Myra Emmons summarized information she received from the Local Government Center about providing audio and videoconferencing services for Executive Board meetings. Myra feels that 5 cents per minute per person is a prohibitive cost. Lori Fisher will follow up with Erica at LGC about cost to NHLA Executive Board and if it would extend to READS. Lori reminded that READS is an affiliate member of LGC through the NHLA. With staff cuts at LGC, communication from NHLA affiliate members (READS, CHILIS, etc.) with LGC must go through Lori, who is NHLA President. Services provided by LGC to NHLA affiliates is limited to membership lists and reports, and meeting rooms for executive board meetings. LGC will no longer handle conference registrations.

Mary Cronin reported on responses to her NHAIS-L question about virtual meeting attendance. General feeling was that if meetings were completely virtual, i.e., everyone using Skype or another online meeting program, they work fine, but when attendance is both virtual and in-person, it can be hard to hear and see. Mary will continue to collect feedback, and report back.

Myra submitted an updated READS activities schedule for 2012. She will attend the next NHLA board meeting on February 21.

Vice President's Report: Tara Thomas prepared and distributed drafts of the revised Mission Statement and Bylaws changes, to be discussed later in the meeting under New Business. Tara asked if Bylaws include allowance for co-chairs of committees, as recent discussion has covered having Programming Committee be co-chaired, creating a "chair-in-training," and effectively building succession into committee.

Public Relations: Lori Fisher plans to send Award of Excellence nomination forms to upcoming READS Roundtables. She asked if there were any changes that needed to be made to the form. Lori would like to purchase new banners, and has a quote for \$126 apiece, consensus was that funds left in this year's budget be used to purchase them.

Programming: Erin Apostolos will make a visit to the fall conference site at Plymouth State University in order to review set up. Erin reports PSU is great to work with. She also plans to meet with caterer. The Programming Committee will meet next on May 4.

Caitlin Andrews reported that the Roundtable brochures/registration forms were sent on the van. There was some confusion over how to set up labels for van delivery. Erin would like to include this sort of information in a procedure manual.

Membership: Kersten Matera presented a detailed table and graphical analysis of READS members' job titles. All thanked Kersten for putting this together, Erin said it will be helpful for planning programs. Kersten sent welcome letters to new and renewing members using MailChimp email newsletter, and paper letters via van and mail for members who request paper. Pat Fickett asked if anyone indicated they wanted to be involved on a committee. Kersten and Lori said the membership form is vague, so it can be hard to determine interest.

READS-to-Go: Diane Mayr reported that there are 82 READS-to-Go kits in NHU-PAC, with 5 more in the works. Erin asked about Kit Keeper for tracking requests for kits; Diane responded that each library handles requests for its own kit. A discussion of requesting kits vs. using interlibrary loan for book club books followed, and Erin repeated (and others agreed with) her idea for an ILL Roundtable.

Past President: Pat Fickett reviewed the Award of Excellence form and listed members of the 2012 Award Committee. Pat will revise nomination form with this year's dates and forward to Lori so that she may make them available at the READS Roundtable programs. The Award committee decided that all nominees should have conference fee waived. Pat asked who should be on Nominating Committee. A discussion followed about organization of Nominating Committee, which needs to be set up as needed each year, with the committee being established for this year with Pat Fickett, Caitlin Andrews, and Deann Hunter. The Nominating Committee will work to find a candidate to recommend as Chair to the Programming Committee, and identify nominees for elected positions Vice President/President Elect and Treasurer. Deann plans to run again for Treasurer, but other interested candidates are welcome. Erin plans to stay on the Programming Committee, just not in leadership role. Nominating Committee will consider people who indicated interest on membership forms and past nominees for Award of Excellence.

Conference Committee Liaison: Caitlin Andrews had no news since last meeting.

Old Business:

Mission Statement and Bylaws review: The executive board reviewed the revised Mission Statement prepared by Tara Thomas, revision was accepted as presented. Lori Fisher will send a notice to READS members about revision. The Bylaws changes drafted by Tara Thomas were reviewed, Deann Hunter recommended that the last sentence of Article IV Section 3D

be revised to add the word "Treasurer" as follows: "The Treasurer will forward the approved budget to NHLA Treasurer." All other changes were accepted as written. Proposed changes will be adding annual conference to Article II, add annual budget to President's responsibilities in Article IV, Section 3A, and the change noted above regarding Treasurer's responsibilities. A MOTION was made by Diane Mayr to put the drafted changes to the Bylaws on the READS ballot.

Appointment of Nominating Committee: Covered previously; see Past President, above.

New Business:

Review of draft budget: Diane Mayr asked what needs to be budgeted. Deann Hunter replied that READS should budget to break even, to match income with expenses. Each NHLA section, READS included, has savings to use in case of overrun. Erin asked about CHILIS fundraising chair's responsibilities. Diane Mayr, who was involved with CHILIS in the past said that back when CHILIS planned a NH-only summer reading program, it needed capital on hand for materials. Now that CHILIS has opted to join with national Summer Reading Program, fundraising may not be as critical.

Deann presented the draft budget, and asked if Fall Conference line was adequate. Erin broke down estimated costs, and after discussion, the board decided to increase the line to \$3,500. Cost of conference will be \$35 for READS members, \$40 for nonmembers. As there will be no NHLA Spring conference this year, all felt this fee was reasonable.

Lori Fisher asked to revisit purchase of READS banners discussed earlier in this meeting due to fewer funds being available in current year's (2011-12) budget. A decision was made to purchase two banners instead of three, and continue to use existing banner.

A discussion followed of the 2011-12 budget and remaining expenses: Spring Roundtables should break even, other anticipated expenses are nominal and should not negatively impact budget for remainder of year. Diane Mayr remarked how NHLA grant for READS-to-Go kits helped offset overage on 2011 Fall Conference.

Deann Hunter will make changes to draft budget to reflect actual spending in 2011-12. Kersten Matera MOVED to accept the proposed 2012-13 budget with fall conference expense line changed to \$3,500. MOTION was approved. Deann Hunter will make changes to draft budget for 2012-13 and send to executive board.

Volunteer roles and tasks for READS committees: Lori Fisher recommended that committee chairs come up with list of tasks for new committee members. Erin Apostolos has a list for the Programming Committee. Lori has not had time to draft a list for Public Relations. There were no suggestions at present for other READS committees. Discussion was tabled until a future meeting.

Awards Selection: Pat Fickett reviewed the nomination form for READS Award of Excellence.

Other than dates, last year's form is fine.

Inclusion of new Executive Board members via audio or videoconferencing: Discussed earlier; no new insights. Discussion morphed into keeping READS membership informed and the perception of READS being equivalent to the READS-to-Go program. Kersten Matera's analysis of roles (job types) of READS membership shows different interest areas. Kersten will send out email newsletters with READS news to NHAIS-L list in February, May, and September. A suggestion was made to spell out the READS acronym in all communication. Several board members felt that the word "Reference" as the organization's identifier is a problem. Myra recommended that board members think about READS' name and image as organization for library service to adults within the scope of its mission, and bring ideas to next meeting on who we are serving, and where libraries are going.

Pop-up Roundtable: Myra Emmons has tentative plans to hold a Pop-up Roundtable on ebooks at the Hooksett Public Library during the first week in March in response to recent discussions among NH librarians on the NHAIS-L list. Lori felt that topics addressed at a READS Pop-up Roundtable would help inform the agenda for the NHLA's "Digital Summit" program and business meeting planned for June 1, 2012. Pop-up Roundtable will be a no-cost program, with no refreshments, no registrations. Names will be taken on day of the meeting. Heather Shumway and Caitlin Andrews will moderate. Myra will firm up plans for the Pop-up Roundtable and set up date.

Next meeting is scheduled for April 20, 2012 at 10 am. Myra Emmons adjourned the meeting at 11:56 am.

Respectfully submitted,
Mary Cronin
Secretary