

READS

REFERENCE AND ADULT SERVICES SECTION

READS Executive Board
Meeting place: Bedford Public Library

Meeting Minutes
Friday, May 27, 2016

Present: Emily Weiss, Kersten Matera, Mathew Bose, Nancy Miner Smith, (Caitlin Stevens)

Absent: Kate Thomas, Diane Mayr

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

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

Treasurer's Report: Mat reported that we have an income of \$255 for membership and \$150 for Round Tables. We are under budget this year by \$711. (We were under budget last year as well.)

EXECUTIVE BOARD REPORTS

President's Report: As Rebecca Crockett has resigned as President of READS, Nancy, now President, delivered the President's Report.

GoToMeeting license: NHLA intends to get a license for GoToMeeting. When this happens we will be able to use this service to schedule online meetings as well. This service might be available next year.

Newsletter: Regarding templates for the newsletter, Wild Apricot has templates we could use. Also potential content for newsletters could be recruiting for our committees -- do any of our committee's need more volunteers?

Vice President: Nancy also delivered the Vice President's Report.

Logo: Nancy talked to Jenn Hosking to see if we have permission to come up with our own logo. We were given approval to pursue a contest for a new logo for READS. We are going to use the end of the year as a deadline for logo submissions. Mat is going to look into different ways we could receive the submissions (depending on how large the files are, they might not be able to be attached to an email).

When promoting the contest, we also want to get the idea across that we can accommodate people who have an idea, but don't have the technical prowess to execute the idea. We will use the following means to distribute information about the Logo contest: sending flyers to members (email), NHAIS-L, NHLA's website, READS website, ITS list, and using the van to distribute colored, paper flyers to all libraries. Nancy will contact The Common Man to see if they would like to donate a gift certificate to their restaurant as a prize.

The Board will judge submissions. Depending on the number of entries we get, we may narrow it down to a few and then invite members to make the final selection. As we are opening the contest to READS members, librarians and members of the public, entries can be made on behalf of the library at which the contestant is a patron/employee.

We talked about communicating with READS members. Ideas for better communication with our READS members include:

- Creating a general READS email address for members to use to contact READS.
- Getting the newsletter out – getting it out every other month and then posting it to the website. Nancy could do content – Nancy would also like to engage Programming and READS-To-Go to contribute content.
- Branding us better (e.g. new Logo).
- Being more present on NHLA's Facebook page.

Membership:

We currently have 183 members. There are a handful of members who have renewed with NHLA, but have not renewed with READS. Emily intends to reach out to them.

Programming: Absent, but sent along report.

We talked about some of the factors that might have affected the low attendance of the Round Tables:

- Maybe we got a later start with the Round Tables this year? - It only got solidified 4 weeks before they took place.
- Maybe it was the topic?
- Attendance was lower up north.
- Also one of the venues was going to be the Un-Conference. The Un-Conference was canceled, but had been scheduled for a Saturday, which is hard to do.
- If we had had another Round Table in the southern part of the state, we might have had more people.

From this sprung the discussion of communicating with the paralibrarians to see if there are programs we could offer which would appeal to them. Maybe we could co-sponsor Round Tables with them? Nancy is going to reach out to them.

READS-to-Go: Absent, but sent along report.

Past President: Vacant

Conference Committee Liaison: Caitlin made a brief appearance to talk about the role of READS in NHLA conferences and also the role of the Executive Board in the annual READS conference.

Fall NHLA conferences and our responsibility: Caitlin meets with the chairs from the conference and the different sections' programming. NHLA sometimes pays for READS programming which we come up with. At our discretion, READS can contribute funds as well. NHLA tells us how many slots we can have to fill (usually 5-6). The NHLA Board determines what programs we'd like to contribute and who we'd like to have as speakers. NH librarians are usually compensated by receiving free registration for the day they are speaking.

READS Conferences: Programming for READS Conferences is developed by the READS Programming Committee (Kate is the Programming Committee Chair).

Kate's report looks good and we support their agenda/venue/programming/etc.

OLD BUSINESS

Kit Keeper: Rebecca had scheduled a meeting with Kate from Plymouth Rocket. Mat was also part of this meeting. The meeting was also video recorded. The next step would be getting NH libraries involved. NH libraries would want to watch a 3 minute introductory video and check their library's info. After that, each library would be responsible for tracking each of their kits.

Mat talked about Martha and Brianna who recently joined READS-To-Go. They have volunteered to work on the Kit Keeper project. We will have to set up an email for this project for support and communications with libraries. Mat will work on a rough draft of a message for NHAis to introduce Kit Keeper and what librarians will need to do to check their information. Mat will also send the ½ hour video and 3 minute "What Is Kit Keeper".

Updating the READS Handbook: Nancy would like to continue with Rebecca's initiative to update the READS Handbook. Each committee should take a look at their job description and update it accordingly. Updates can be sent to Kersten who will compile them and make them available online for group review before our next meeting.

NEW BUSINESS

Officer Transition Plan: Along with updating the READS Handbook, the idea of an Officer Transition Plan was also proposed. Board members would write up a transitional report for incoming officers to acclimate them to their role. Unlike the formal language of the READS Handbook, the Officer Transition Plan would be more informal and include such details as: what your qualifications need to be, the level of commitment, what you need to do your job, tasks you routinely perform, if you are a voting member or not, and tips for the person taking over. This would make the Board positions more inviting to our members and give them a more concrete idea of what they are doing.

Special Election for a new Vice President: According to our bylaws, if the president vacates, the nominating committee will nominate people for the vacant position of Vice President by holding a special election within 60 days. Nancy is going to see if Janet Arden and Sandy Whipple (past READS Award of Excellence winners) would like to be nominated. Mat is going to reach out to Eric from the Blaisdell Memorial Library. Nancy will also put out a formal request on NHAIS.

We are also going to propose a bylaw change regarding appointing a new Vice President. Currently our bylaw dictates that a Special Election must be held. We would like to propose, at the next Annual Meeting, that the Board has the ability to appoint a new Vice President. This is similar to NHLA's bylaws.

READS Award of Excellence: As our Past President position is vacant, we are behind in seeking nominations for the READS Award of Excellence. Nancy is going to see if she can find someone to take on these responsibilities within a week – other Kersten will do it. Postcards were supposed to be sent April/May. Kersten will see if we can find the postcard's template and printer information from last year.

READS Meetings protocol: Mat talked about the benefit of sending out calls for agenda items 2 weeks before our meetings, and, sending out an agenda 1 week before the meeting. (Also, in the past, all committee members have sent out reports before the meeting. It would be good to continue this practice.)

Adjourn: Nancy MOVED to adjourn the meeting, MOTION passed. Adjourned the meeting at 11:50

Next READS Executive Board meeting: Next meeting will be in Concord unless we decide otherwise. The next meeting is July 15th.

Respectfully submitted,

Kersten Matera
READS Secretary