**Collaborative Summer Library Program**

**Board of Directors Meeting  
January 7, 2015  
11:00 p.m. CST Conference Call**

**Agenda**

1. Roll Call – Karen Day

* Present: Yother, McLiath, Lyons, McLain, Mishler, Crist, Donovan, Rafferty, Space, Johnson, Johnston, Black, Langley, Wilkerson, Rockwell, Day

1. Call to order –Karen Yother
2. White Paper Updates and next steps—Rafferty & Pannebaker

* Pannebaker said that the paper may be missing a table but she will reread it to be sure that everything is there or she’ll indicate if any piece is missing. However she feels that they should be paid and then with a final copy, we can move forward with deciding what we want to do with it.
* It was suggested to put it on the website first and then we should also see about incorporating information into the manuals. It could be used as a tool to address outreach to low income families. We should share it with our partner organizations such as National Summer Learning and the Urban Libraries Council.
* We should also begin to pursue grants that can help us to continue this research, especially if we can include our partners.
* It could be used as tool to connect with schools. Discuss with state libraries and also find out who is doing work with their school systems such as MCPL. They are in their second summer working with seven districts. Finding out where they are in the process along with other libraries in a similar situation could be very helpful for future research.
* Lisa also asked if there was something that was going to come from the vendor for the out of school time. Yother said that because of Upstart’s delay in sending out something for the 2013 program, it was not very successful for them and had not pursued it for the next year. However, it was communicated to Heidi. All agreed that they can revisit it for this year and Johnson put it on the agenda for the next vendor meeting.

1. Financial Update--McLain

* The search firm will cost less than what we budgeted. Also there have been no annual expenses submitted yet. The income from Upstart is above expected so we are under budget at this time.
* Committee chairs are requested to submit their budget requests by February 4th.
* It was suggested that we place money in a line for additional research now that the first research project is almost finished. We may also want to include a line for the art fee ($10,000 was suggested) and even for the Executive Director position salary and benefits.

1. Approval of minutes of 12/10/14 meeting –Lyons

* Lyons emailed the minutes. McLain voted to accept the minutes, second by Rafferty. Motion carried.

1. Membership Update – Langley

* Please see the MOSC report because it has great detail. The topics to discuss were about committee members, committee chairs, election schedule and a note about the President’s role.
* It was suggested the President could serve as mediator. There was discussion but the preferred route was that the President not be involved; the Chair should be able to handle.
* There are two kinds of volunteers who may be disinvited from a committee. One is obstructionist and one is absent. Article 7, point 4 under duties should address behavioral issues of the committee members who are the first. Article 7, point 12 duties addresses the behavior of the non-participating member. Article 7 Committees addresses what happens if a Chair cannot complete a term of office.
* The chart presented proposes a timeline for future election of committee chairs so that terms of office do not all expire at the same time. Karen Yother and Patty Langley will revisit the chart because there were questions about some offices, such as Treasurer and B&F chair.
* Motion by Wilkerson, second by Mishler to approve the amendments of article 7 (committees and duties). Motion carries

1. Website and Logo update-- Yother

* We expect to have the new logo package by the end of this week along with the branding manual. The skyline with the books was selected.
* Our new website will include all the new design elements. Please update whatever page content because we want to get it launched in the next couple weeks.

1. Vendor 2017-18 updates--Johnson

* The RFP was distributed and is posted on our website. We sent to Upstart and Janway. Please direct any other interested vendor to the information on our site.

1. Upstart Amendment – Yother

* They did finally accept our change. We are now at the point where we need to discuss what we might charge as art fees. We will be meeting with Melissa soon.

1. Kate DiCamillo Update –Yother

* Thanks to all who responded with feedback about the title for Kate DiCamillo. It was frustrating to learn that the CBC wouldn’t let us use the word Ambassador also. We are promoting this as a National Summer Reading Champion. Reingold will assist us in rolling out.

1. PSA & Teen Video Challenge Update –Johnston)

* Johnston said that she has heard the rough cut for the audio and everyone will be pleased. It can go in multiple directions and it sounds good.
* The Kate DiCamillo additions had to be reshot in Ashville with Daniel Judson. They are an improvement with a brighter look and will be on the end of the DVD.
* Currently 27 states are participating in the TVC. The deadline is coming soon.
* We need to get the information and new logo to Daniel so it can be included in the PSA.
* Johnston indicated that because so much has been proprietary there hasn’t been much opportunity to include the committee. But Johnston would like to share this same information about Kate so they can think about ways we can incorporate her. She will let them know that it is complete confidential until the date of the official launch.

1. Executive Director Update – Rockwell

* There will be a call scheduled with Melissa about the QTI agreement which can then be signed, likely in the next week. Our main contact will now be Jennifer.
* A survey is going out about the role of the ED, asking for input from various groups including the board, state reps and our working partners such as Reingold, Upstart etc. It is due the 13th. This information will then be taken and included with the job description.
* The committee is scheduled to meet on the 20th.

1. Annual Meeting update Karen Day (5 min)

* The information about the Annual Meeting in Rhode Island was emailed to the state reps on December 9th. A reminder has also been sent, including Board members, encouraging all to make your reservations soon.
* For the next Annual Meeting, it was decided that it will be held downtown in Salt Lake City at the Radisson.

1. Next Board Meeting –

* The next board meeting will be Feb. 5th at 10am CST.
* The group broke at 12:54 pm to go into Executive Session after a break.